

Mendocino County



*Occupational Outlook Report
2000 - 2002*

OCCUPATIONAL OUTLOOK

MENDOCINO COUNTY

2000 - 2002

*A PRODUCT OF
THE CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM*

Sponsored by:



*State of California Employment Development Department,
California Occupational Information Coordinating Committee*

For More Information Contact:

Joan Kelley, Labor Market Information Project

MPIC, Inc.

631 South Orchard Avenue

Ukiah, California 95482

Telephone (707) 467-5912

FAX: (707) 467-5901

<http://www.calmis.ca.gov>

joan@mpic.org

ACKNOWLEDGEMENTS

THE EMPLOYERS

We wish to express sincere appreciation to all employers who participated in this community project.



Cynthia Miller, Executive Director
<http://www.mpic.org>

LABOR MARKET INFORMATION DIVISION - EMPLOYMENT DEVELOPMENT DEPARTMENT

Bruce Foxley, Research Analyst
Loretta Smith, Research Analyst
Tony DiNapoli, Research Analyst
<http://www.edd.ca.gov>

CALIFORNIA OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

<http://www.soicc.ca.gov>

COVER GRAPHIC

The cover art is a watercolor titled "Northcoast Color" by Erin Dertner of Fort Bragg, California. Erin has a studio and gallery in Fort Bragg.

TABLE OF CONTENTS

	PAGE
1. INTRODUCTION	1
A brief summary of the origin of the CCOIS program, the partnership objectives, programs goals, and the potential uses for this report.	
2. INTERPRETATION OF OCCUPATIONAL PROFILES	2
An explanation of each section and key terms for the occupational profiles.	
3. RESEARCH METHODOLOGY	5
A brief summary of the process followed to collect, analyze, and compile the information in this report.	
4. OCCUPATIONAL PROFILES	
Accountant and Auditors (2001)	7
Administrative Service Managers (2001)	9
Automotive Body & Related Repairers (2000)	11
Automotive Mechanics (2001)	13
Bakers - Bread and Pastry (2000)	15
Bartenders (2000)	17
Bookkeeping, Accounting, and Auditing Clerks (2000)	19
Carpenters (2000)	21
Cashiers (2000)	23
Child Care Workers (2001)	25
Computer Programmers, Including Aides (2001)	27
Computer Support Specialists (2001)	29
Counter and Rental Clerks (2000)	31
Dental Assistants (2001)	33
Dental Hygienists (2002)	35
Drafters (2001)	37
Electrical and Electronic Assemblers (2002)	39
Electricians (2002)	41
Farmworkers, Food and Fiber Crops (2002)	43
Firefighters (2001)	45
First Line Supervisors—Agricultural, Forestry, Fishing and Related Occupations (2002)	47
Food Preparation Workers (2000)	49
Food Service Managers (2001)	51
Forest and Conservation Workers (2002)	53
General Office Clerks (2000)	55
Guards and Watch Guards (2002)	57
Home Health Aides (2001)	59
Hotel Desk Clerks (2002)	61
Human Service Workers (2001)	63

TABLE OF CONTENTS

4.	OCCUPATIONAL PROFILES (CONTINUED)	PAGE
	Industrial Production Managers (2001)	65
	Instructional Aides (2002)	67
	Janitors and Cleaners (2001)	69
	Laborers, Landscaping and Groundskeeping (2000)	71
	Legal Secretaries (2002)	73
	Licensed Vocational Nurses (2000)	75
	Lodging Managers (2002)	77
	Machinists (2002)	79
	Maintenance Repairers - General Utility (2000)	81
	Marketing, Advertising, and Public Relations Managers (2002)	83
	Medical Secretaries (2000)	85
	Operating Engineers (2002)	87
	Packaging and Filling Machine Operators and Tenders (2002)	89
	Pharmacy Technicians (2002)	91
	Plumbers, Pipefitters, and Steamfitters (2001)	93
	Police Patrol Officers (2002)	95
	Radiologic Technicians (2002)	97
	Reception and Information Clerks (2001)	99
	Registered Nurses (2001)	101
	Salespersons, Retail (2000)	103
	Separating, Filtering, Clarifying, Precipitating-Still Machine Operators & Tenders (2001)	105
	Small Engine Specialists (2001)	107
	Social Workers, Medical and Psychiatric (2001)	109
	Teachers, Secondary School (2000)	111
	Teachers, Special Education (2002)	113
	Tellers (2002)	115
	Traffic, Shipping, and Receiving Clerks (2000)	117
	Truck Drivers - Heavy or Tractor Trailer (2000)	119
	Truck Drivers, Light (Including Delivery Drivers) (2000)	121
	Welders and Cutters (2000)	123
5.	INDEX OF OCCUPATIONS	
	An index of the occupations profiled from 1990 to 2002 and the year they were studied.	125
6.	SAMPLE QUESTIONNAIRE	
	A sample of the questionnaire sent to employers to collect the information contained in this report.	129
7.	LOCAL TRAINING PROVIDERS	132
	A list of training providers for the 2002 occupations profiled.	

INTRODUCTION

The following Occupational Outlook Report presents the findings of the thirteenth annual local Labor Market Information (LMI) study by the MPIC, Inc. Included in this report are the profiles for 2000-2002. In December 1989, MPIC, Inc. entered into a partnership with the California Employment Development Department, Labor Market Information Division (LMID), to study and present a current, short-term outlook of the labor market in Mendocino County. Questions regarding this report should be directed to the MPIC, Inc. at (800) 616-1196.

The California Cooperative Occupational Information System (CCOIS) began as a pilot program in 1987 and is now implemented throughout California. The Occupational Outlook Reports produced under CCOIS offer up-to-date information. In this report 20 occupations are profiled for this year (2002) and 39 occupations are included from 2000 and 2001. This year's information was collected from July 15, 2002, through January 7, 2002. Information in the Occupation Profiles portion of this report applies specifically to Mendocino County. The occupations presented were selected for study by local users of occupational information. Not all occupations included are suitable for training at this time. The Supply/Demand statements must be weighed before training decisions are made. Omission of an occupation from this report does not imply that training for that occupation is not appropriate at this time.

PROGRAM GOALS

The CCOIS partnership goal is to improve the match between local employers' labor market needs, and the skills and qualifications of job seekers. This is accomplished by providing a variety of current, local information on existing jobs, based on surveys of local employers. The purpose of this report is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning.

POTENTIAL USES FOR THIS INFORMATION

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

- ◆ Career Decisions: Career counselors and job seekers can make informed occupational choices based on skills, abilities, interest, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, and labor demand.
- ◆ Program Planning: This report provides local planners and administrators with employment and training data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.
- ◆ Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.
- ◆ Economic: Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.
- ◆ Program Marketing: Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.
- ◆ Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

INTERPRETATION OF OCCUPATIONAL PROFILES

Each occupational profile follows a similar format, providing the information described below. The information for each category of the profiles is based on local employer surveys. Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

TITLE AND JOB DESCRIPTION

The title and definition for each occupation is based on the Occupational Employment Statistics (OES) Dictionary, published by the Bureau of Labor Statistics in May, 1992.

KEY TERMS

- ◆ The terms “All, Almost all, Most, Many, Some and Few” are used in several categories. The following definitions will apply to these terms:

All employers	100% of the survey respondents;
Almost all employers	80% up to but not including 100% of the survey respondents;
Most employers	60% up to but not including 80% of the survey respondents;
Many employers	40% up to but not including 60% of the survey respondents;
Some employers	20% up to but not including 40% of the survey respondents;
Few employers	Less than 20% of the survey respondents

- ◆ The following terms are used to indicate the relative employment size of each occupation in Mendocino County.

Small	47 or less
Medium	Between 47 and 93
Large	Between 94 and 203
Very Large	Over 204

- ◆ Unless otherwise noted, the expected annual growth rate of each occupation is projected to five years into the future. However, it is important not to over emphasize this growth factor. The growth rates are based on data from the Mendocino County Projections of Employment 1995 - 2002 for the 2000 and 1999 profiles, and Mendocino County Projections of Employment 1997-2004 for the 2001 profiles, available from the Employment Development Department. The terms used to describe the expected growth rate for each occupation are defined as follows:

Much faster than average	1.50 time average or more
Faster than average	1.10 to but not including 1.50 times average
Average	0.90 to but not including 1.10 times average
Slower than average	0.10 to but not including 0.90 times average
No significant change or remain stable	-0/10 to but not including 0.10 times average
Decline	less than -0.10 times average

WAGES and BENEFITS

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. This information serves as a guide for comparing potential earnings from one occupation to another. This data is not intended to represent official prevailing wages. The minimum wage for 2002 was \$6.75.

Wage data was generally collected between May and November of each year, and reflects the following definitions:

New to firm with no experience	Wage paid to persons trained but with no paid experience in the occupation.
New to firm with experience	Wage paid to journey-level or experienced persons just starting at the firm.
Three years plus experience with the firm	Wage generally paid to persons with three years of journey-level experience at the firm

The benefits offered by local employers (in terms of percentage of frequency) to full and part-time workers is presented. It is important to keep in mind that some employers may require a waiting or probationary period before some or all benefits go into effect. Also, the cost share between employee and employer, as well as degree of insurance coverage, may vary by employer. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

EMPLOYMENT TRENDS and SIZE

The local size and estimated projected growth for each occupation surveyed is data obtained from the Employment Development Department publication "Projections and Planning Information for Mendocino County."

SUPPLY and DEMAND ASSESSMENT

The assessment by employers of rate of growth, stability or decline in employment over the last twelve months and projected into the next two years. Also included in this section is information on labor supply and demand for each occupation based on the degree of difficulty employers have in finding qualified applicants. The following terms are used to classify occupational supply and demand in Mendocino County:

Very difficult	Demand is considerably greater than supply of qualified applicants. Employers often can not find qualified applicants when an opening exists.
Moderately difficult	Demand is moderately greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
Not difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

VACANCIES

Vacancies that occurred in this occupation and were filled within the last 12 months.

EXPERIENCE , TRAINING and EDUCATION

The percentage of employers that require work experience, the percentage of employers that require training, and the education level of employees hired over the last twelve months. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

QUALIFICATIONS / SKILLS

Skills and qualifications identified as "very important" to most of the responding employers for job performance are listed in this section. Also listed are computer skills preferred and projected new skills.

RECRUITMENT

The most commonly used recruitment strategies used to recruit employees, as reported by employers.

EMPLOYMENT TIME BASE

The percentage of positions that are full-time, part-time, temporary/on call, and seasonal.

GENDER

Employee Profile

WHERE THE JOBS ARE

Major employing industries

RESEARCH METHODOLOGY

OCCUPATIONAL SELECTION

The following process was used to select the occupations to be included in this study. Initial criteria were identified by the MPIC, Inc. staff to narrow down the list of occupations to be studied. The criteria were:

- That the occupation must be defined by the OES classification system;
- That the occupation must require training for entry;
- That the occupation typically require two years or less of training;
- That the potential salary level was \$6.75 per hour or more;
- That there be a substantial number of projected job openings in the county, or a need has been established for information on a changing industry;
- That the occupation have a substantial employment base in the county .

For the last two criteria, occupational projection tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present, and future employment by occupation and projected job growth rates for occupations in Mendocino County. Using these tables, occupations that showed a strong projected growth rate and/or large occupations that were expected to have a sizable number of replacement needs were selected. Some of the selected occupations did not meet all the criteria, but were selected based on community interest.

EDD/LMID reviewed and approved the final list of occupations for study, and verified the correct definition for each occupation.

DEFINITION OF OCCUPATION

The definition of each occupation is found in the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. The OES occupation definitions define the activities and functions of the worker and are sufficiently broad to capture a wide range of specialties within an occupation, but clear enough for use in research. The OES definitions are used by LMID to produce projections for employment (occupational estimates of size, growth, and separations.)

SURVEY SAMPLE DESIGN

After the survey occupations were selected, LMID then drew a sample of up to 40 local employers, comprised of a cross section of various sized firms, and representative of all major employing industries for each occupation. The MPIC, Inc. staff edited the employer sample, adding and deleting firms as needed, while maintaining representation. Prior to commencing the survey process the edited sample was approved by EDD/LMID. During the survey process, the MPIC, Inc. staff found that further edits were necessary since some employers did not use the occupation(s) being surveyed.

QUESTIONNAIRE DEVELOPMENT

A standard, two page, employer questionnaire was developed by EDD/LMID. A third skills page was developed by MPIC, Inc. to meet local needs. (See sample questionnaire page 129.)

SURVEY PROCEDURES

The survey process began in July and continued through December 2002. Over 600 employers were contacted for this effort. A survey was sent to the appropriate contact person within the firm. Follow-up telephone calls were made to employers who failed to respond to the mailed survey by the established deadline to encourage their participation in the study. In many cases, a second copy of the survey was faxed to the contact person.

All completed surveys were reviewed and checked for completeness and consistency. Follow-up calls were made to complete and/or clarify responses.

Completed surveys deemed useable for the study were then coded for data entry. MPIC, Inc.'s required response goal was 15 useable responses for each occupation. This goal was met or exceeded for all but a few occupations, where the pool of employers was small, or the needed responses were difficult to obtain. Required response goals also included a minimum of three useable surveys from the major industries employing the occupation (where appropriate) to ensure adequate representation.

TABULATIONS AND SUMMARY

The survey responses were entered into a data base and tabulations were generated on computer software provided by EDD/LMID, with the exception of skills data. From those tabulations the data were analyzed by MPIC, Inc. staff and draft occupational profiles were prepared. The draft profiles and other report materials were then reviewed by EDD/LMID analysts. Once the review and edit process was completed, the report was finalized and produced.

Accountants and Auditors

Job Description

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data. OES 211140

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 7.50	\$ 14.00	\$ 14.38
New Hires with Experience	8.00	15.00	23.01
3 Years + Experience with Firm	11.00	16.78	23.01

Union Wages

	Low	Median	High
New Hires with No Experience	\$ NA*	\$ NA*	\$ NA*
New Hires with Experience	13.01	20.87	21.78
3 Years + Experience with Firm	14.35	24.01	25.37

*Unions did not hire without Experience

Additional Compensation Many employers offered an annual bonus.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	69%	6%	25%	
Dental Insurance	44%	6%	6%	
Vision Insurance	31%		6%	
Life Insurance	50%			
Paid Sick Leave	63%	6%	6%	
Paid Vacation	81%	6%		
Retirement	13%		56%	

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

♦ New Positions	0%
♦ Employees Leaving	100%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	69%
♦ In-House Promotion or Transfer	38%
♦ Employee Referrals	31%
♦ Internet	31%
♦ Private Employment Agencies	13%

Size of Occupation

♦ Size of Employment	Large
----------------------	-------

Gender make up of reported positions

♦ Male	28%
♦ Female	72%

Where the Jobs Are

Accounting, Auditing, & Bookkeeping Firms
Local Government and Schools
Wineries and Breweries
A Wide Variety of Businesses

Accountants and Auditors

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Slower than Average

All employers reported stable employment in this occupation during the last year. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Reading and comprehension
Problem solving and analytical
Ability to communicate effectively, orally & in writing

Physical Abilities

Good vision
Able to sit continuously for 2 or more hours

Technical

Knowledge of generally accepted accounting principles
Financial report and statement preparation
Cost Accounting
Record keeping, filing methods and records management techniques
Ability to use appropriate computer software/hardware

Computer Skills

Word Processing/Spreadsheet required by almost all
Database required by many
QuickBooks, QuickBooks Pro or custom program required by some

Other Qualifications

Ability to work independently
Establish and maintain good working relationships
Ability to work effectively under periods of pressure
Willingness to work occasional periods of overtime

Projected New Skills

Taxes and Theory of Accounting
Learn required Software
Budgeting

Skills Needed for Advancement

Management Skills, Organizational Ability
Good Technical, People and Communication Skills
Knowledge of Company

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 13%
- ♦ High school or equivalent 19%
- ♦ Associate Degree 31%
- ♦ Bachelor Degree 38%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	75%	25%	0%
Training required	38%	13%	50%

Length of Experience

Firms requiring experience prefer an average of 30 months experience in this occupation.

Length of Training

Firms requiring training report that 24 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept 24 months experience in a related field such as General Ledger/Accounting, Payroll, Accounts Payable/Receivable, and Bookkeeping.

Other Information

Time Base

Full Time	97%	Temp/On Call	0%
Part Time	3%	Seasonal	0%

Emerging Occupations

Web Based Accounting

Administrative Services Managers

Job Description

Administrative Services Managers plan, organize, direct, control, or coordinate the supportive services department of businesses, agencies, and organizations. Typical Administrative Services Managers are Program Managers and Contract Administrators. Does not include Procurement Managers or Managers who spend less than 80% of their time in administrative services. OES 130140

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$10.00	\$11.00	\$20.76
New Hires with Experience	\$7.50	\$15.86	\$26.00
3 Yrs + Experience with Firm	\$7.50	\$17.95	\$30.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	100%	8%		8%
Dental Insurance	58%	8%		
Vision Insurance	58%			8%
Life Insurance	75%	17%		
Paid Sick Leave	75%	8%		
Paid Vacation	100%	17%		
Retirement	8%		25%	

A few employers offered free counseling services and an Employment Assistance Program.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	20%
♦ Employees Leaving	40%
♦ Temporary Positions	40%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	100%
♦ In-House Promotion or Transfer	50%
♦ Employment Development Department	42%
♦ Walk-In Applicants	33%
♦ Internet	33%

Size of Occupation

♦ Size of Employment:	Large
-----------------------	-------

Gender make up of reported positions

♦ Male	34%
♦ Female	66%

Where the Jobs Are

Professional Organizations
Individual and Family Services
Social Services

Administrative Services Managers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Slower Than Average

Almost all employers reported stable employment in this occupation during the last year and a few reported growth. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively, orally and in writing

Technical Skills

Principles and practices relating to budget, contract, programs and systems management
Administrative principles & practices including goal-setting and implementation
Administration of staff and activities either directly or through subordinate supervision

Computer Skills

Work Processing, Spreadsheet required by most
Database required by many
Desktop Publishing required by a few

Other Qualifications

Using tact, discretion, initiative and independent judgment within established guidelines
Selecting and motivating staff and providing for their training and professional development
Willingness to work more than 40 hours/week

Projected New Skills

Public Relations
Communication Skills

Skills Needed for Advancement

Industry knowledge, Communication
Experience, Training, Management
Organize, direct, and motivate employees
Work with outside agencies

Education

Minimum education requirements reported by responding employers

♦ High school or equivalent	33%
♦ Associate Degree	33%
♦ Bachelor Degree	25%
♦ Graduate Study	8%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	67%	33%	0%
Training required	33%	17%	50%

Length of Experience

Firms requiring experience prefer an average of 28 months experience in this occupation.

Length of Training

Firms requiring training report that 28 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept 36 months experience in a related field such as Business/Office Management, Contract Administration, Business Administration and Public Administration.

Other Information

Time Base

Full Time	94%	Temp/On Call	0%
Part Time	6%	Seasonal	0%

Automotive Body and Related Repairers

Job Description

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.
OES 853050

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with	\$5.75	\$7.00	\$10.00
New Hires with Experience	\$6.44	\$10.00	\$25.00
3 Yrs + Experience with Firm	\$10.00	\$18.00	\$26.00

Additional Compensation: A few employers offered commissions.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	38%		31%	
Dental Insurance	8%		15%	
Vision Insurance			8%	
Life Insurance	15%		8%	
Paid Sick Leave	23%	8%		
Paid Vacation	77%	15%		
Retirement	15%		15%	8%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Small
- ♦ Projected Job Growth Rate: 23.5%
- ♦ Growth: Faster than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	23%	46%
Inexperienced	0%	8%	15%	8%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 8%
- ♦ Employees Leaving 62%
- ♦ New Positions 23%
- ♦ Temporary Positions 8%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ Less than high school 38%
- ♦ High school or equivalent 62%

Automotive Body and Related Repairers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills

Able to learn continually

Physical Abilities

Ability to lift 10-50 pounds

Possess excellent vision

Technical

Good at math and measuring

Other Qualifications

Willingness to work in a team environment

Ability to work independently

Able to work under pressure

Possess good DMV driving record

Projected New Skills

I-Car Certification

Computer skills

Attention to details

Recruitment

Surveyed employers report the following methods for recruiting employees

♦ Walk-In Applicants	54%
♦ Word of Mouth	54%
♦ Newspaper Ads	38%
♦ Employee Referrals	31%
♦ School, Program Referrals	15%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	69%	31%	0%
Training as substitute for experience	54%	0%	46%

Length of Experience

Firms requiring experience prefer an average of 25 months experience in this occupation.

Experience in other occupations

Most firms will accept 12 months experience in a related field such as Automotive occupation, Painters Helper.

Other Information

Where the Jobs Are

Automotive Repair Shops

Employment Type/Hours

Full Time	94%	Temp/On Call	2%
Part Time	4%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	96%
♦ Female	4%

Automotive Mechanics

Job Description

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists. OES 853020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$7.50	\$8.00
New Hires with Experience	\$8.00	\$12.00	\$17.26
3 Yrs + Experience with Firm	\$12.00	\$17.18	\$24.00

Additional Compensation Many employers gave some form of productivity-based bonus.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%		33%	
Dental Insurance	27%		20%	
Vision Insurance	13%		13%	
Life Insurance	20%		7%	
Paid Sick Leave	33%		7%	
Paid Vacation	60%		7%	
Retirement	13%		33%	

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	23%
♦ Employees Leaving	68%
♦ Temporary Positions	5%
♦ Promotions	5%

Recruitment Methods

♦ Newspaper Ads	53%
♦ Walk-In Applicants	47%
♦ Employee Referrals	40%
♦ Word of Mouth	20%
♦ In-House Promotion or Transfer	20%

Size of Occupation

♦ Size of Employment	Very Large
----------------------	------------

Gender make up of reported positions

♦ Male	98%
♦ Female	2%

Where the Jobs Are

Automotive Repair Shops
New and Used Car Dealers
Auto and Home Supply Stores

Automotive Mechanics

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Faster Than Average

Many employers reported stable employment in this occupation during the last year, some reported growth and some reported a decline. Most employers expect employment to remain stable, some expect to grow and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively, orally and in writing
Give close attention to detail and accuracy
Understand & carry out oral & written instructions

Physical Abilities

Ability to lift at least 50 pounds
Able to perform strenuous, physically demanding work
Able to use abdominal/lower back muscles repeatedly
Able to sit or stand continuously for 2 or more hours

Technical

Ability to read and interpret documents such as safety rules, operation and maintenance manuals
Knowledge of hydraulics, electrical systems, gas, and diesel engines

Other Qualifications

Ability to work independently
Ability to work effectively in a teamwork environment
Willingness to work occasional periods of overtime
Possess good DMV driving record

Projected New Skills

Ongoing Education
Electrical Diagnosis
Multitasking

Skills Needed for Advancement

Mechanical Skills, Attitude, and Initiative
Ability to deal with people, Willingness to learn
Other Trade Skills

Education

Minimum education requirements reported by responding employers

♦ Less than high school	33%
♦ High school or equivalent	60%
♦ Associate Degree	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	87%	13%	0%
Training required	57%	29%	14%

Length of Experience

Firms requiring experience prefer an average of 38 months experience in this occupation.

Length of Training

Firms requiring training report that 10 months of training are needed prior to employment.

Experience in other occupations

A few firms will accept experience in a related field such as Electronics, Mechanic, Motorcycle or Airplane Mechanic.

Other Information

Time Base

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Emerging Occupations

Electronic Technician
Diagnostic Technician

Bakers - Bread and Pastry

Job Description

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods. OES 650210

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$7.00	\$8.00
New Hires with Experience	\$5.75	\$7.00	\$9.50
3 Yrs + Experience with Firm	\$8.00	\$10.00	\$12.00

Additional Compensation: A few employers offer a yearly bonus or incentive pay.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	20%	7%	13%	7%
Dental Insurance	20%	7%	13%	
Vision Insurance	13%	7%	7%	
Life Insurance	13%	7%		
Paid Sick Leave	27%	7%		
Paid Vacation	40%	13%		
Retirement	13%	7%	13%	7%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Medium
- ◆ Projected Job Growth Rate: 23.1%
- ◆ Growth: Faster than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	13%	7%	7%
Inexperienced	0%	20%	13%	40%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 11%
- ◆ Employees Leaving 78%
- ◆ New Positions 11%
- ◆ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires:

- ◆ Less than high school 47%
- ◆ High school or equivalent 53%

Bakers - Bread and Pastry

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Basic math skills
Verbal communication and speaking skills
Reading and comprehension skills

Physical Abilities

Ability to lift 10-50 pounds
Able to perform strenuous, physically demanding work
Able to stand continuously for 2 or more hours

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Ability to perform routine, repetitive work
Willingness to work nights, weekends, and part time
Have a clean and neat appearance

Projected New Skills

Mathematical skills for measuring
Organization and Planning
Ordering supplies

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Walk-In Applicants	60%
♦ Newspaper Advertisement	40%
♦ Employee Referrals	40%
♦ In-House Promotion or Transfer	27%
♦ School, Program Referrals	20%
♦ Employment Development Department	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	27%	27%	47%
Training as substitute for experience	88%	0%	12%

Length of Experience

Firms requiring experience prefer an average of 25 months experience in this occupation.

Experience in other occupations

Some firms will accept 12 months experience in a related field such as Chef, Cook or training at a Culinary School.

Other Information

Where the Jobs Are

Grocery Stores
Retail Bakeries
Inns, hotels, motels, etc.
Restaurants

Employment Type/Hours

Full Time	58%	Temp/On Call	0%
Part Time	40%	Seasonal	2%

Gender make up of reported positions are as follows:

♦ Male	53%
♦ Female	47%

Bartenders

Job Description

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes.
OES 650050

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$6.50	\$7.00
New Hires with Experience	\$5.75	\$7.00	\$8.00
3 Yrs + Experience with Firm	\$7.00	\$7.50	\$11.00

Additional Compensation: Tips can be a significant part of earnings. Bartenders in busy, expensive establishments earn the most. Some areas are effected by seasonal tourism.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance			40%	7%
Dental Insurance			13%	
Vision Insurance				
Life Insurance			13%	
Paid Sick Leave	13%	13%		
Paid Vacation	60%	40%		
Retirement			13%	20%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Large
- ♦ Projected Job Growth Rate: -0.7%
- ♦ Growth: Slow Decline

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	7%	27%	7%
Inexperienced	7%	20%	13%	20%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ Promotions 4%
- ♦ Employees Leaving 91%
- ♦ New Positions 0%
- ♦ Temporary Positions 4%

Education

Surveyed employers report the following education levels of recent hires

- ♦ Less than high school 40%
- ♦ High school or equivalent 60%

Bartenders

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills
Verbal communication and speaking skills
Basic math skills
Dependable

Physical Abilities

Possess excellent hearing
Lift at least 10 lbs
Able to stand continuously for 2 or more hours
Good memory skills

Technical

Cash handling skills
Ability to operate a cash register

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Ability to perform routine, repetitive work
Able to work under pressure
Ability to deal effectively with difficult individuals
Clean and neat appearance

Projected New Skills

Obtain beer/wine knowledge
Learn drink recipes
Knowledge of laws of alcohol service

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Employee Referrals	67%
♦ In-House Promotion or Transfer	60%
♦ Walk-In Applicants	47%
♦ Newspaper Ads	40%
♦ Employment Development Department	33%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	40%	47%	13%
Training as substitute for experience	38%	0%	62%

Length of Experience

Firms requiring experience prefer an average of 10 months experience in this occupation.

Experience in other occupations

Most firms will accept 12 months experience in a related field such as Restaurants, Hospitality.

Other Information

Where the Jobs Are

Eating and Drinking Places
Hotels, Motels, Inns

Employment Type/Hours

Full Time	45%	Temp/On Call	6%
Part Time	49%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	35%
♦ Female	65%

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Job Description

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines. OES 553380

Wages and Benefits

Non-Union

	Low	Median	High
New Hires with No Experience:	\$ 7.00	\$8.00	\$11.00
New Hires with Experience:	8.00	10.00	12.00
3 Years + Experience with Firm:	11.00	12.00	14.00

Union

	Low	Median	High
New Hires with Experience:	\$ 9.90	\$11.39	\$12.62
3 Years + Experience with Firm:	11.84	13.19	15.37

*Unions did not hire without Experience

Other Compensation: A few Non-Union employers gave a yearly bonus.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	40%		40%	27%
Dental Insurance	27%		20%	20%
Vision Insurance	27%		20%	20%
Life Insurance	27%		13%	7%
Paid Sick Leave	47%	27%		
Paid Vacation	73%	27%	7%	
Retirement	20%		33%	20%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Very Large
- ♦ Projected Job Growth Rate: 1.8%
- ♦ Growth: Slower than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. All expect employment to remain stable over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	13%	40%	33%	7%
Inexperienced	0%	0%	7%	7%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 25%
- ♦ Employees Leaving 63%
- ♦ New Positions 13%
- ♦ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires

- ♦ High school or equivalent 67%
- ♦ Associate Degree 27%
- ♦ Bachelor Degree 7%

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

English grammar and spelling skills
Reading and comprehension skills
Listening skills
Verbal communication and speaking skills
Basic math skills

Physical Abilities

Ability to sit continuously for 2 or more hours

Technical

Accounting skills
Ability to use spreadsheet software
Ability to use word processing software

Other Qualifications

Dependable
Willingness to work in a team environment
Ability to work independently
Ability to perform routine, repetitive work
Ability to pay attention to detail

Projected New Skills

10 Key by Touch
Problem Solving
Organizational skills

Recruitment

Surveyed employers report the following methods for recruiting employees:

◆ Newspaper Ads	73%
◆ Employee Referrals	40%
◆ Employment Development Department	27%
◆ Walk-In Applicants	20%
◆ In-House Promotion or Transfer	20%
◆ Friend Referrals	20%
◆ Internet	13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	87%	13%	0%
Training as substitute for experience	53%	0%	47%

Length of Experience

Firms requiring experience prefer an average of 17 months experience in this occupation.

Experience in other occupations

Most firms will accept 11 months experience in a related field such as Clerical, Accounting, Computers.

Other Information

Where the Jobs Are

A wide variety of businesses, non profit organizations and government agencies.

Employment Type/Hours

Full Time	82%	Temp/On Call	0%
Part Time	18%	Seasonal	0%

Gender make up of reported positions are as follows:

◆ Male	5%
◆ Female	95%

Carpenters

Job Description

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinetmakers and Bench Carpenters. OES 871020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.50	\$8.00	\$10.00
New Hires with Experience	\$9.00	\$12.50	\$16.00
3 Yrs + Experience with Firm	\$15.00	\$19.18	\$25.00

Additional Compensation: A few employers offered an annual bonus.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	27%			
Dental Insurance	7%			
Vision Insurance	7%			
Life Insurance	13%			
Paid Sick Leave				
Paid Vacation	33%			
Retirement	13%		27%	

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 9.5%
- ◆ Growth: Slower than average

Supply / Demand Assessment

Most employers reported growth in employment in this occupation during the last year. Many expect employment to remain stable or grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	7%	0%	7%	40%
Inexperienced	7%	0%	20%	20%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ◆ Promotions 4%
- ◆ Employees Leaving 29%
- ◆ New Positions 67%
- ◆ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires

- ◆ Less than high school 33%
- ◆ High school or equivalent 67%

Carpenters

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills
Able to learn continually
Listening skills
Verbal communication and speaking skills

Physical Abilities

Ability to lift 10-50 pounds repeatedly
Able to perform strenuous, physically demanding work
Able to stand continuously for 2 or more hours

Technical

Good at math and measuring
Computer literate

Other Qualifications

Willingness to work in a team environment
Ability to work independently

Projected New Skills

Ability to read blueprints
Ability to provide own hand tools

Recruitment

Surveyed employers report the following methods for recruiting employees:

◆ Employee Referrals	64%
◆ Walk-In Applicants	50%
◆ In-House Promotion or Transfer	36%
◆ Word of Mouth	29%
◆ Employment Development Department	21%
◆ Newspaper Ads	14%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	53%	40%	7%
Training as substitute for experience	71%	0%	29%

Length of Experience

Firms requiring experience prefer an average of 26 months experience in this occupation.

Experience in other occupations

Most firms will accept 30 months experience in a related field such as Plumbing, Electrical, Sheetrock, Painting - any Construction Trade.

Other Information

Where the Jobs Are

Residential Building Construction
Nonresidential Building Construction

Employment Type/Hours

Full Time	98%	Temp/On Call	0%
Part Time	0%	Seasonal	2%

Gender make up of reported positions are as follows:

◆ Male	100%
◆ Female	0%

Cashiers

Job Description

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers. OES 490230

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 18.6%
- ◆ Growth: Average

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$6.50	\$7.50
New Hires with Experience	\$5.75	\$6.75	\$8.15
3 Yrs + Experience with Firm	\$6.00	\$8.00	\$9.00

Other Compensation: Cashiers at some Restaurants are given a share of the tips.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	33%	13%	27%	13%
Dental Insurance	13%	13%	33%	7%
Vision Insurance	13%	13%	27%	7%
Life Insurance	27%	20%	13%	
Paid Sick Leave	47%	27%		
Paid Vacation	60%	40%		
Retirement	20%	13%	20%	20%

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	0%	0%
Inexperienced	20%	20%	47%	13%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 17%
- ◆ Employees Leaving 58%
- ◆ New Positions 6%
- ◆ Temporary Positions 19%

Education

Surveyed employers report the following education levels of recent hires

- ◆ Less than high school 53%
- ◆ High school or equivalent 47%

Cashiers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Verbal communication and speaking skills
Dependability

Physical Abilities

Ability to lift 10 pounds
Able to stand continuously for 2 or more hours

Technical

Cash handling skills

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Customer service skills
Clean and neat appearance
Ability to perform routine, repetitive work
Willingness to have a flexible work schedule

Projected New Skills

Computer skills

Recruitment

Surveyed employers report the following methods for recruiting employees

♦ Walk-In Applicants	87%
♦ Employee Referrals	67%
♦ Newspaper Ads	47%
♦ In-House Promotions or Transfer	40%
♦ Word of Mouth	20%
♦ School, Program Referrals	13%
♦ Employment Development Department	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	0%	33%	67%
Training as substitute for experience	40%	0%	60%

Length of Experience

Firms requiring experience prefer an average of 6 months experience in this occupation.

Experience in other occupations

Most firms will accept 6 months experience in a related field such as Stocking, Merchandising, Customer Service, jobs working with the public.

Other Information

Where the Jobs Are

Grocery Stores
Gasoline Service Stations
Eating and Drinking Places
Drug Stores and Proprietary Stores
Misc. Amusement, Recreation Service

Employment Type/Hours

Full Time	45%	Temp/On Call	0%
Part Time	52%	Seasonal	3%

Gender make up of reported positions are as follows:

♦ Male	35%
♦ Female	65%

Child Care Workers

Job Description

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting. OES 680380

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$7.91	\$8.75
New Hires with Experience	\$6.25	\$8.08	\$9.97
3 Yrs + Experience with Firm	\$7.75	\$8.88	\$12.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	36%	7%	14%	7%
Dental Insurance	29%	7%	14%	7%
Vision Insurance	29%	7%	14%	7%
Life Insurance	29%	7%		
Paid Sick Leave	57%	7%		7%
Paid Vacation	64%	14%	7%	
Retirement			7%	14%

Some employers made available additional services such as classes and training, Employee Assistance Program, or membership at place of employment.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

♦ New Positions	0%
♦ Employees Leaving	75%
♦ Temporary Positions	5%
♦ Promotions	20%

Recruitment Methods

♦ Newspaper Ads	86%
♦ Employee Referrals	43%
♦ Employment Development Department	36%
♦ Walk-In Applicants	36%
♦ Colleges/Universities	21%

Size of Occupation

♦ Size of Employment	Medium
----------------------	--------

Gender make up of reported positions

♦ Male	36%
♦ Female	64%

Where the Jobs Are

Child Day Care Services
Residential Care
Individual and Family Services
Schools, Elementary through Adult Education

Child Care Workers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

Projected Growth Rate Much Faster Than Average

Many employers reported stable employment in this occupation during the last year and some expected to grow. Most employers expect employment to remain stable and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Listening
Oral communication

Technical

Trained in CPR and First Aid techniques
Teaching skills - understand the need for multiple approaches

Other Qualifications

Pass fingerprinting qualification
Good grooming

Projected New Skills

Continuing Education in Childcare
Organizational
Art

Skills Needed for Advancement

Education
Knowledge of Child Development
Tolerance of teen behavior
Organizational/Supervisory
People and Communication
Reading, writing, math for older children
Classroom management (when at Child Care Centers)

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 29%
- ♦ High school or equivalent 71%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	29%	57%	14%
Training required	36%	29%	36%

Length of Experience

Firms requiring experience prefer an average of 12 months experience in this occupation.

Length of Training

Firms requiring training report that 6 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept 9 months experience in a related field such as Teaching, other Childcare jobs, Babysitting, Licensed Child Care Center, Customer Service, or Motherhood.

Other Information

Time Base

Full Time	71%	Temp/On Call	5%
Part Time	19%	Seasonal	6%

Computer Programmers, Including Aides

Job Description

Computer Programmers, Including Aides convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information. OES 251051

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$18.85	\$18.85	\$18.85
New Hires with Experience	\$12.15	\$19.06	\$20.81
3 Yrs + Experience with Firm	\$15.00	\$22.44	\$38.36

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	75%		25%	
Dental Insurance	75%			
Vision Insurance	75%			
Life Insurance	50%			
Paid Sick Leave	100%	25%		
Paid Vacation	100%	25%		
Retirement	50%		25%	
Child Care			25%	

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	43%
♦ Employees Leaving	29%
♦ Temporary Positions	0%
♦ Promotions	29%

Recruitment Methods

♦ Newspaper Ads	75%
♦ Internet	75%
♦ Colleges/Universities	50%
♦ Walk-In Applicants, Employee Referrals	25%
♦ In-House Promotion or Transfer	25%

Size of Occupation

♦ Size of Employment:	Small
-----------------------	-------

Gender make up of reported positions

♦ Male	42%
♦ Female	58%

Where the Jobs Are

Computer and Data Processing Services
Colleges and Universities
Hospitals
Management and Public Relations

Computer Programmers, Including Aides

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Many employers reported stable employment in this occupation during the last year and many reported growth. Many employers expect employment to remain stable and many expect to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to communicate effectively, orally and in writing

Technical Skills

Ability to write, edit, and debug computer programs for business

Ability to use current programming languages

Ability to use logic and analysis to solve problems

Ability to organize information for records management

Ability to generate needed reports

Computer Skills

Programming languages (e.g. Cobol, "C++", 4GL, SQL, HTML) were specified by some

UNIX Operating system was listed by a few

MS Word, MS Excel, and Desktop Publishing by many

Database, (e.g. Access or FileMaker) by most

Other Qualifications

Ability to work effectively under pressure

Ability to work well independently

Ability to perform precision work

Willingness to work overtime occasionally

Projected New Skills

Ability to keep learning

Skills Needed for Advancement

Supervisory Skills

Management, Budget

Performance, Aptitude

Drive, Passionate Interest

Education

Minimum education requirements reported by responding employers

♦ High school or equivalent	50%
♦ Associate Degree	0%
♦ Bachelor Degree	25%
♦ Graduate Study	25%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	75%	25%	0%
Training required	25%	0%	75%

Length of Experience

Firms requiring experience prefer an average of 11 months experience in this occupation.

Length of Training

Firms requiring training report that 15 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept 36 months experience in a related field such as Engineer.

Other Information

Time Base

Full Time	83%	Temp/On Call	8%
Part Time	8%	Seasonal	0%

Computer Support Specialists

Job Description

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems. OES 251040

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 7.00	\$ 8.00	\$ 9.00
New Hires with Experience	7.00	11.98	15.00
3 Years + Experience with Firm	7.00	13.78	17.00

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 10.17	\$ 11.91	\$ 14.37
New Hires with Experience	10.97	15.86	19.53
3 Years + Experience with Firm	10.97	16.66	22.61

Additional Compensation A few employers offered long-term disability or an IRA

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	60%		33%	7%
Dental Insurance	60%		27%	7%
Vision Insurance	60%		27%	7%
Life Insurance	80%			7%
Paid Sick Leave	80%	7%	13%	7%
Paid Vacation	80%	7%	7%	7%
Retirement	20%		47%	7%
Child Care			13%	

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

♦ New Positions	35%
♦ Employees Leaving	35%
♦ Temporary Positions	6%
♦ Promotions	24%

Recruitment Methods

♦ Newspaper Ads	80%
♦ Internet	47%
♦ Colleges/Universities	40%
♦ Employee Referrals	20%
♦ School, Program Referrals	20%
♦ Walk-In Applicants	20%

Size of Occupation

♦ Size of Employment	Medium
----------------------	--------

Gender make up of reported positions

♦ Male	78%
♦ Female	22%

Where the Jobs Are

Computer, Internet and Data Processing Services
Local Government
School Districts and Colleges
A Wide Variety of Businesses and Agencies

Computer Support Specialists

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ◆ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year and some grew. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Listening and customer service
Ability to communicate with computer literate staff
Ability to communicate technical information to non-technical staff
Ability to read and follow directions

Technical

Knowledge of Mac/PC hardware and operating systems
Ability to use operating manuals
Knowledge of software applications
Understanding of wide area networks (WAN)
Understanding of local area networks (LAN)
Ability to troubleshoot

Computer Skills

Mac and PC Experience
Word Processing, Spreadsheet, Database
Desktop Publishing
Networking

Other Qualifications

Ability to work independently
Ability to work effectively under periods of pressure
Information gathering and organization

Projected New Skills

Installation and Repair - Hardware and Software
Customer Service

Skills Needed for Advancement

Supervisory skills, Interest and Drive
Programming, Internet - Webmaster
Added Training, Hardware and Wiring

Education

Minimum education requirements reported by responding employers

◆ Less than High School	0%
◆ High school or equivalent	87%
◆ Associate Degree	7%
◆ Bachelor Degree	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	60%	33%	7%
Training required	47%	20%	33%

Length of Experience

Firms requiring experience prefer an average of 20 months experience in this occupation.

Length of Training

Firms requiring training report that 13 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept 10 months experience in a related field such as Customer Service, Computer Troubleshooting, Entry Level Technical Positions.

Other Information

Time Base

Full Time	87%	Temp/On Call	2%
Part Time	11%	Seasonal	0%

Counter and Rental Clerks

Job Description

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment..
OES 490170

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Large
- ♦ Projected Job Growth Rate: 25.8%
- ♦ Growth: Faster than average

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$6.00	\$7.50
New Hires with Experience	\$5.75	\$7.13	\$10.00
3 Yrs + Experience with Firm	\$6.75	\$10.00	\$11.00

Additional Compensation: A few employers offered commissions.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	20%	7%	20%	
Dental Insurance	13%		13%	
Vision Insurance	7%		13%	
Life Insurance	13%		13%	
Paid Sick Leave	20%	7%		
Paid Vacation	67%	13%		
Retirement	7%		20%	

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	13%	0%
Inexperienced	20%	7%	40%	20%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 28%
- ♦ Employees Leaving 56%
- ♦ New Positions 17%
- ♦ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ Less than high school 40%
- ♦ High school or equivalent 60%

Counter and Rental Clerks

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Listening skills
Able to learn continually

Physical Abilities:

Ability to lift 10-50 pounds
Possess excellent vision

Technical:

Good at math and measuring

Other Qualifications:

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Possess good DMV driving record

Projected New Skills

I-Car Certification
Computer skills
Attention to details

Recruitment

Surveyed employers report the following methods for recruiting employees:

◆ Employee Referrals	60%
◆ Newspaper Ads	53%
◆ Walk-In Applicants	40%
◆ In-House Promotion or Transfer	27%
◆ Word of Mouth	20%
◆ Employment Development Department	20%
◆ Private Employment Agencies	13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	13%	40%	47%
Training as substitute for experience	63%	0%	38%

Length of Experience:

Firms requiring experience prefer an average of 20 months experience in this occupation.

Experience in other occupations:

Most firms will accept 9 months experience in a related field such as Retail, Sales, Customer Service.

Other Information

Where the Jobs Are:

Department Stores
Laundry, Cleaning and Garment Service
Video Tape Rental
Misc. Amusement, Recreation Service

Employment Type/Hours:

Full Time	41%	Temp/On Call	1%
Part Time	58%	Seasonal	0%

Gender make up of reported positions are as follows:

◆ Male	39%
◆ Female	61%

Dental Assistants

Job Description

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required. OES 660020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$8.25	\$12.00
New Hires with Experience	\$9.00	\$12.00	\$16.00
3 Yrs + Experience with Firm	\$10.00	\$14.00	\$18.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	27%		13%	
Dental Insurance	53%		13%	
Vision Insurance			13%	
Life Insurance	13%		7%	
Paid Sick Leave	67%			
Paid Vacation	93%			
Retirement	47%		20%	

Additional Compensation Some employers paid for training. Some employers gave bonuses or commissions. A few gave gym membership.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	10%
♦ Employees Leaving	80%
♦ Temporary Positions	0%
♦ Promotions	10%

Recruitment Methods

♦ Newspaper Ads	67%
♦ Employee Referrals	53%
♦ Walk-In Applicants	47%
♦ School, Program Referrals	20%
♦ Word of Mouth	20%

Size of Occupation

♦ Size of Employment	Medium
----------------------	--------

Gender make up of reported positions

♦ Male	0%
♦ Female	100%

Where the Jobs Are

Offices & Clinics or Dentists

Dental Assistants

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ◆ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, and some reported growth. Almost all employers expect employment to remain stable and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Legible handwriting
Ability to read and follow directions
Ability to follow oral instructions
Ability to communicate effectively, orally & in writing

Physical Abilities

Good hearing and vision
Able to stand continuously for 2 or more hours

Technical

Ability to perform or assist with dental procedures
Record keeping
Knowledge of dental materials
Possession of a Radiation Safety Certificate
Trained in CPR and First Aid techniques

Computer Skills

Some employers required Word Processing
A few employers used DataBase, Quicken, or a custom dental program

Other Qualifications

Ability to work independently
Good grooming and public contact
Ability to work in a teamwork environment
Ability to work effectively in periods of high pressure

Projected New Skills

XRay License
Coronal Polish and a good smile
Continuing Education to match state requirements

Skills Needed for Advancement

RDA Certificate
RDAEF Certificate, Dental, Desire to advance
Business Knowledge, Good People skills

Education

Minimum education requirements reported by responding employers

◆ Less than High School	13%
◆ High school or equivalent	73%
◆ Associate Degree	13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	47%	40%	13%
Training required	47%	33%	20%

Length of Experience

Firms requiring experience prefer an average of 14 months experience in this occupation.

Length of Training

Firms requiring training report that 19 months of training are needed prior to employment.

Experience in other occupations

None of the employers accepted experience in other occupations.

Other Information

Time Base

Full Time	88%	Temp/On Call	0%
Part Time	13%	Seasonal	0%

Dental Hygienists

Job Description

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth. OES 329080

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$20.83	\$34.38	\$46.03
New Hires with Experience	\$15.91	\$37.50	\$50.00
3 Yrs + Experience with Firm	\$19.84	\$40.00	\$62.50

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	20%		7%	7%
Dental Insurance	20%	7%	7%	
Vision Insurance			7%	
Life Insurance	20%			
Paid Sick Leave	20%	7%		
Paid Vacation	20%	13%		13%
Retirement	13%	7%		

Additional Compensation Many/most employers base wages on a percentages of production.

Hours: Full time average is 27 hours/week
Part time average is 21 hours/week

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	33%
♦ Employees Leaving	67%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Employee Referrals	60%
♦ Newspaper Ads	47%
♦ Walk-In Applicants	33%
♦ Internet	27%

Size of Occupation

♦ Size of Employment	Medium
----------------------	--------

Gender make up of reported positions

♦ Male	5%
♦ Female	95%

Where the Jobs Are

Offices & Clinics of Dentists

Dental Hygienists

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ◆ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, and some reported decline or growth. Many employers expect employment to remain stable or grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions

Ability to communicate effectively, orally & in writing

Physical Abilities

Able to stand continuously for 2 or more hours

Technical

Registered Dental Hygienist License

Record keeping

Knowledge of anesthesiology

Possession of a Radiation Safety Certificate

Ability to perform or assist with dental procedures

Understanding of good diet and nutrition

Hygiene skills

Computer Skills

A few employers used custom dental programs

Other Qualifications

Ability to work independently

Public contact

Ability to work in a teamwork environment

Skills Needed for Advancement

Good People skills

Continuing Education to match state requirements

Education

Minimum education requirements reported by responding employers

◆ High school or equivalent	7%
◆ Associate Degree	47%
◆ Bachelor Degree	33%
◆ Graduate Study	13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	60%	40%	0%
Training required	80%	0%	20%

Length of Experience

Firms requiring experience prefer an average of 22 months experience in this occupation.

Length of Training

Firms requiring training report that 24 months of training are needed prior to employment.

Experience in other occupations

None of the employers accepted experience in other occupations.

Other Information

Time Base

Full Time	45%	Temp/On Call	0%
Part Time	55%	Seasonal	0%

Drafters

Job Description

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings. OES 225140

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$9.00	\$12.00
New Hires with Experience	\$8.00	\$14.50	\$18.00
3 Yrs + Experience with Firm	\$10.00	\$18.00	\$25.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	50%		40%	
Dental Insurance	10%		30%	
Vision Insurance	10%		30%	
Life Insurance	50%			
Paid Sick Leave	60%		10%	
Paid Vacation	70%		10%	10%
Retirement	20%		50%	

Additional Compensation A few employers offered bonuses, profit sharing, RX Plan, or overtime.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	0%
♦ Employees Leaving	50%
♦ Temporary Positions	0%
♦ Promotions	50%

Recruitment Methods

♦ Employee Referrals	70%
♦ Newspaper Ads	40%
♦ In-House Promotion or Transfer	30%
♦ Employment Development Department	20%
♦ Walk-In Applicants	20%

Size of Occupation

♦ Size of Employment	Medium
----------------------	--------

Gender make up of reported positions

♦ Male	91%
♦ Female	9%

Where the Jobs Are

Engineering and Architectural Services
Metal Forgings and Stampings
General Industrial Machinery
Local Government
Miscellaneous Business Services

Drafters

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Remain Stable

Most employers reported stable employment in this occupation during the last year, a few reported growth and some reported a decline. Many employers expect employment to remain stable, and many expect to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

English grammar and spelling
Legible handwriting
Ability to read and follow instructions
Listening
Verbal communication

Physical Abilities

Able to sit or stand continuously for 2 or more hours

Technical

Ability to read blueprints
Computer Assisted Design (CAD)

Other Qualifications

Ability to work independently
Ability to work effectively in a teamwork environment

Projected New Skills

Precision Measuring Equipment
Survey
Math Fundamentals
Construction Knowledge
AutoCAD

Skills Needed for Advancement

Architectural, Engineering, Surveying Background
Organization, Communication
Business Management
Attention to detail, Accuracy
Attitude, Motivation
Ingenuity

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 70%
- ♦ Associate Degree 30%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	70%	30%	0%
Training required	50%	50%	0%

Length of Experience

Firms requiring experience prefer an average of 28 months experience in this occupation.

Length of Training

Firms requiring training report that 15 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept experience in a related field such as Engineering, Design, Architect, Mechanic, Machinist, or Construction.

Other Information

Time Base

Full Time	94%	Temp/On Call	0%
Part Time	6%	Seasonal	0%

Emerging Occupations

Light Rail System

Electrical and Electronic Assemblers

Job Description

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers. OES 939050

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$8.00	\$9.00
New Hires with Experience	\$6.75	\$10.50	\$11.00
3 Yrs + Experience with Firm	\$9.00	\$14.00	\$15.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance			50%	25%
Dental Insurance			25%	
Vision Insurance			25%	
Life Insurance	25%			
Paid Sick Leave	25%			
Paid Vacation	75%	25%		
Retirement				

Hours: Full time average is 40 hours/week
Part time average is 30 hours/week

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 0%
- ♦ Employees Leaving 100%
- ♦ Temporary Positions 0%
- ♦ Promotions 0%

Recruitment Methods

- ♦ Employee Referrals 100%
- ♦ Newspaper Ads 33%
- ♦ In-House Promotion or Transfer 33%
- ♦ Employment Development Department 33%
- ♦ Walk-In Applicants 33%
- ♦ Private Employment Agencies 33%

Size of Occupation

- ♦ Size of Employment Small

Gender make up of reported positions

- ♦ Male 50%
- ♦ Female 50%

Where the Jobs Are

Special Industry Machinery Shops
Electric Distribution Equipment

Electrical and Electronic Assemblers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Slower than Average

Most employers reported stable employment in this occupation during the last year and some reported a decline. All employers expect employment to remain stable over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow instructions
Verbal communication

Physical Abilities

Manual dexterity
Good vision
Good eye-hand coordination

Technical

Ability to use hand tools
Electronic component and product assembly
Soldering

Other Qualifications

Ability to work independently

Skills Needed for Advancement

Organization
Intermediate math through trig
Physical Sciences
Communication
Leadership
Self-direction

Projected New Skills

Understanding basic electronic & pneumatic soldering and assembly
Ability to read blueprints/schematics
CAD

Education

Minimum education requirements reported by responding employers

- ♦ Less than High school 50%
- ♦ High school or equivalent 25%
- ♦ Associate Degree 25%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	25%	25%	50%
Training required	25%	25%	50%

Length of Experience

Firms requiring experience prefer an average of 18 months experience in this occupation.

Length of Training

Firms requiring training report that 12 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept experience in a related field such as Auto Mechanic, TV Repair Tech.

Other Information

Time Base

Full Time	38%	Temp/On Call	0%
Part Time	63%	Seasonal	0%

Electricians

Job Description

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Please include Protective Signal Installers and Repairers and Street Light Services. OES 872020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$8.00	\$9.00	\$9.00
New Hires with Experience	\$8.00	\$15.00	\$20.00
3 Yrs + Experience with Firm	\$11.00	\$16.30	\$25.75

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	44%		22%	
Dental Insurance	33%		22%	
Vision Insurance	22%		11%	
Life Insurance	33%		11%	
Paid Sick Leave	11%		11%	
Paid Vacation	89%			
Retirement			33%	

Additional Compensation A few employers offered bonuses, holidays off, additional services

Hours: Full time average is 41 hours/week
Part time average is 10 hours/week

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	22%
♦ Employees Leaving	22%
♦ Temporary Positions	44%
♦ Promotions	11%

Recruitment Methods

♦ Newspaper Ads	67%
♦ Employee Referrals	56%
♦ Walk-In Applicants	44%
♦ EDD, Internet, In House Promotions each	22%
♦ Applicants known to employer or industry	22%

Size of Occupation

♦ Size of Employment	Medium
----------------------	--------

Gender make up of reported positions

♦ Male	100%
♦ Female	0%

Where the Jobs Are

Electrical Work
Sawmills and Planing Mills

Electricians

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Remain Stable

All employers reported stable employment in this occupation during the last year. Most employers expect employment to remain stable, and some expect to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Legible handwriting
Ability to read and follow instructions
Possession of mechanical aptitude

Physical Abilities

Able to stand continuously for 2 or more hours
Ability to crawl under buildings
Ability to climb ladders
Good color perception

Technical

Ability to read blueprints
Knowledge of electrical circuitry
Ability to install electrical equipment

Other Qualifications

Ability to work independently
Ability to work effectively in a teamwork environment
Some employers use word processing, spreadsheet and database computer programs

Projected New Skills

Communication with employees and customers
Math Fundamentals
Construction Knowledge

Skills Needed for Advancement

Attitude for learning, Motivation
Computer bidding, Organization
Years of experience, Common sense
Supervisory and Management
Math, Drug free

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 78%
- ♦ Associate Degree 22%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	67%	33%	0%
Training required	22%	33%	44%

Length of Experience

Firms requiring experience prefer an average of 19 months experience in this occupation.

Length of Training

Firms requiring training report that 18 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept experience in a related field such as Carpentry, Engineering, Electronics, or Construction.

Other Information

Time Base

Full Time	93%	Temp/On Call	2%
Part Time	5%	Seasonal	0%

Emerging Occupations

Fiber Optics, Low Voltage
New Certification may be required

Farmworkers, Food and Fiber Crops

Job Description

Farmworkers, Food and Fiber Crops manually plant, cultivate, and harvest food and fiber products such as grains, vegetables, fruits, nuts, and field crops (e.g. cotton, mint, hops, and tobacco). Use hand tools such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying fungicides, herbicides, or pesticides; and packing and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities. Include works involved in expediting pollination and those who cut seed tuber crops into sections for planting. (This occupation was added in 1995 as a result of the desegregation of Occupation 798550 General Farm Workers.) OES 798560

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$6.88	\$7.75
New Hires with Experience	\$6.75	\$7.01	\$7.50
3 Yrs + Experience with Firm	\$6.75	\$8.00	\$9.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	36%		21%	
Dental Insurance			7%	
Vision Insurance	7%		7%	
Life Insurance	14%			
Paid Sick Leave	14%			
Paid Vacation	64%			
Retirement	14%		29%	

Additional Compensation Some employers provided bonuses, housing. A few provided gas, utilities, medical costs as needed

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	2%
♦ Employees Leaving	1%
♦ Temporary Positions	97%
♦ Promotions	0%

Recruitment Methods

♦ Employee Referrals	93%
♦ Walk-In Applicants	64%
♦ In-House Promotion or Transfer	43%
♦ Word of Mouth	43%

Size of Occupation

♦ Size of Employment	NA
----------------------	----

Gender make up of reported positions

♦ Male	89%
♦ Female	11%

Where the Jobs Are

Horticulture businesses
Vineyards
Orchards

Hours: Full time average is 47 hours per week
Part time average is 20 hours per week
Temporary/On Call average is 45 hours per week
Seasonal average is 55 hours per week

Farmworkers, Food and Fiber Crops

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Not Available

Most employers reported stable employment in this occupation during the last year, a few reported growth or a decline. Most employers expect employment to remain stable, some expect to grow and a few expect to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to comprehend what is needed
Ability to follow instructions
Common sense
Be able to read labels

Physical Abilities

Ability to perform strenuous, physically demanding work
Willingness to work early mornings and weekends

Technical

Safety conscious

Other Qualifications

Ability to work independently
Have the motivation to learn
Work well with others, Team player

Projected New Skills

Speak English
Equipment operation

Skills Needed for Advancement

Problem Solver
Leadership, management capability
Ability to read and write
Initiative, Quality of work
Drivers license, driving ability, Equipment smart
Organization
Longevity

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	0%	79%	21%
Training required	0%	7%	93%

Length of Experience

Firms requiring experience prefer an average of 6 months experience in this occupation.

Length of Training

Firms requiring training report that 3 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept experience in a related field such as Construction, Equipment Operators, Handymen, Farmed a different crop, General Labor, Packing House.

Other Information

Time Base

Full Time	927%	Temp/On Call	1%
Part Time	0%	Seasonal	72%

Emerging Occupations and Trends

Vineyard Technician
Organic Farming
More Equipment Operators
Farming is becoming more technically oriented

Firefighters

Job Description

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government. OES 630080

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 6.39	\$ 7.03	\$ 8.95
New Hires with Experience	6.39	8.31	12.66
3 Years + Experience with Firm	8.31	9.59	20.14

Union Wages

	Low	Median	High
New Hires with No Experience	\$ NA*	\$ NA*	\$ NA*
New Hires with Experience	7.52	10.58	13.63
3 Years + Experience with Firm	10.27	12.65	15.03

*Unions did not hire without Experience

Additional Compensation A few employers paid 5% more on salary for EMT I. Also a few employers offered overtime.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	83%	17%		
Dental Insurance	50%	33%		
Vision Insurance	50%	33%		
Life Insurance	67%	17%		
Paid Sick Leave	83%	17%		
Paid Vacation	100%			
Retirement	67%	17%		

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced	X		
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	0%
♦ Employees Leaving	5%
♦ Temporary Positions	94%
♦ Promotions	1%

Recruitment Methods

♦ In-House Promotion or Transfer	83%
♦ Walk-In Applicants	50%
♦ Employee Referrals	33%
♦ Newspaper Ads	33%
♦ School, Program Referrals	33%

Size of Occupation

♦ Size of Employment	Small
----------------------	-------

Gender make up of reported positions

♦ Male	81%
♦ Female	19%

Where the Jobs Are

Local and State Governments

Firefighters

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Remain Stable

Most employers reported stable employment in this occupation during the last year, a few reported growth and a few reported a decline. Most employers expect employment to remain stable and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Reading comprehension, verbal communication

Physical Abilities

Pass a pre-employment medical exam

Pass a physical performance test

Good hearing and vision

Lift at least 50 pounds

Ability to climb to high places

Possession of agility and coordination

Technical

Ability to administer emergency first aid

Ability to take vital signs

EMT Certificate required by most

Knowledge of local streets

Word Processing skills required by almost all

Other Qualifications

Ability to work independently

Ability to work effectively in a teamwork environment

Ability to work well under periods of high pressure

Possession of a clean police record

Projected New Skills

EMT I, Paramedic, Hazardous Materials

Skills Needed for Advancement

Advanced Firefighter Training, Fire Science Classes

State Fire Officer Certificate as Fire Tech

EMS (Emergency Medical Services) Training

Medical EMT (Emergency Medical Technician)

Class B Driver's License, Driver/Operator 1A and 1B

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	33%	67%	0%
Training required	83%	0%	17%

Length of Experience

Firms requiring experience prefer an average of 21 months experience in this occupation.

Length of Training

Firms requiring training report that 30 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept 4 months experience in a related field such as Medical.

Other Information

Time Base

Full Time	29%	Temp/On Call	10%
Part Time	1%	Seasonal	59%

First Line Supervisors—Agricultural, Forestry, Fishing And Related Occupations

Job Description

First Line Supervisors, Agricultural, Forestry, Fishing, and Related Occupations, directly supervise and coordinate the activities of agricultural, forestry, fishing and related workers. They may supervise helpers assigned to these workers. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same agricultural work as the workers they supervise. Please do not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties. OES 720020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$13.37	\$20.00
New Hires with Experience	\$10.00	\$16.85	\$24.00
3 Years+ Experience with Firm	\$12.50	\$21.27	\$29.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	FT	PT	FT	PT
Medical Insurance	43%		36%	
Dental Insurance	7%		21%	
Vision Insurance	14%		14%	
Life Insurance	21%		7%	
Sick Leave	29%		7%	
Vacation	64%		0%	
Retirement	7%		43%	

Other Compensation: Some employers provide housing and bonuses. A few give commissions and use of vehicle.

Employment Trends

Supply and Demand

How difficult it is to find applicants.

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ Promotions	10%
♦ Employees Leaving	10%
♦ New Positions	5%
♦ Temporary Positions	75%

Recruitment Methods

♦ In-House Promotion or Transfer	50%
♦ Employee Referrals	50%
♦ Newspaper Ads	29%
♦ Walk-In Applicants, Internet each	21%
♦ Word of Mouth	21%

Size of Occupation

♦ Size of Employment	Medium
----------------------	--------

Gender make up of reported positions

♦ Male	78%
♦ Female	22%

Where the Jobs Are

Vineyards, Orchards, Logging Firms
Landscaping, Forest Service

Hours: Full time average is 49 hours per week
On call/Seasonal average is 40 hours per week

First Line Supervisors—Agricultural, Forestry, Fishing And Related Occupations

Projections

Projections

Labor Market Information Division/EDD Occupational Projections 1999 - 2006

- ♦ Projected Job Growth Rate: Slower Than Average

Almost all employers reported stable employment in this occupation during the last year, a few expect to grow or decline. Almost all expect employment to remain stable over the next two years and a few expect to grow.

Employer Requirements

Very Important Qualifications for Job Entry

Physical Qualifications

Ability to work outdoors in all weather conditions.

Flexibility

Ability to set work priorities
Willingness to work on call
Ability to work under pressure
Willingness to work overtime

Technical Skills

Problem solving
Ability to hire and assign personnel
Ability to implement safe work practices
Ability to plan and organize the work of others

Projected New Skills

Computer literacy
Bilingual

Career Advancement Skills

Management, Leadership
Ability to communicate with workers and clients
Experience, Ability to anticipate problems
Dedication to quality
Ability to read and write
Professionalism, Patience
Marketing, Phone skills

Computer Skills

Many employers required knowledge of spreadsheets
Some employers required knowledge of word processing
A few employers required knowledge of databases

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 7%
- ♦ High school or equivalent 71%
- ♦ Associate degree 7%
- ♦ Bachelor Degree 14%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Always	Preferred	Never
Work experience required	79%	7%	14%
Training required	33%	0%	67%

Length of Experience

Firms requiring experience prefer an average of 31 months experience in this occupation.

Length of Training

Firms requiring training report that 20 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept 36 months experience in a related field such as Construction, mechanic, Carpenter, Management in different kind of ranch, Ag experience, Heavy Equipment Operator.

Other Information

Time Base

Full Time	63%	Temp/On Call	5%
Part Time	0%	Seasonal	32%

Emerging Occupations

More Technical Applications
Changes in equipment and laws

Food Preparation Workers

Job Description

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen. OES 650380

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Very Large
- ♦ Projected Job Growth Rate: 8.6%
- ♦ Growth: Slower than average

Wages and Benefits

Non-Union

	Low	Median	High
New Hires with No Experience:	\$ 5.75	\$6.50	\$7.50
New Hires with Experience:	5.75	7.00	8.50
3 Years + Experience with Firm:	7.00	8.50	11.45

Union

	Low	Median	High
New Hires with No Experience:	\$ 7.83	\$ 7.84	\$ 8.52
New Hires with Experience:	7.83	8.52	8.64
3 Years + Experience with Firm:	8.52	8.63	9.53

Additional Compensation: A few non union employers offered bonuses to 3+year employees.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	20%	13%	27%	7%
Dental Insurance	20%	13%	13%	7%
Vision Insurance	20%	13%	13%	7%
Life Insurance	27%	13%		
Paid Sick Leave	40%	20%		7%
Paid Vacation	53%	27%		7%
Retirement	27%	20%	13%	7%

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Most expect employment to remain stable and many expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	0%	0%
Inexperienced	20%	27%	33%	20%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ Promotions 7%
- ♦ Employees Leaving 78%
- ♦ New Positions 7%
- ♦ Temporary Positions 8%

Education

Surveyed employers report the following education levels of recent hires

- ♦ Less than high school 53%
- ♦ High school or equivalent 47%

Food Preparation Workers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills
Ability to read and follow directions
People skills
Responsible

Physical Abilities

Ability to lift 10-50 pounds
Able to stand continuously for 2 or more hours

Other Qualifications

Ability to work in a team environment
Ability to work independently
Able to work under pressure
Ability to perform routine, repetitive work
Clean and neat appearance
Willingness to work flexible hours

Projected New Skills

Efficiency

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	0%	47%	53%
Training as substitute for experience	100%	0%	0%

Experience in other occupations

Many firms preferred 7 months experience in a related field such as Restaurant Environment.

Other Information

Where the Jobs Are

Grocery Stores
Eating and Drinking Places
Hotels and Motels
Elementary and Secondary Schools

Recruitment

Surveyed employers report the following methods

◆ Newspaper Ads	80%
◆ Walk-In Applicants	67%
◆ Employee Referrals	47%
◆ In-House Promotion or Transfer	40%
◆ Employment Development Department	20%
◆ Word of Mouth	13%

Employment Type/Hours

Full Time	55%	Temp/On Call	2%
Part Time	42%	Seasonal	0%

Gender make up of reported positions are as follows:

◆ Male	35%
◆ Female	65%

Food Service Managers

Job Description

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors. OES 150261

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$7.13	\$11.51
New Hires with Experience	\$6.25	\$13.00	\$19.18
3 Yrs + Experience with Firm	\$6.50	\$16.44	\$25.57

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	47%		40%	7%
Dental Insurance	33%		7%	
Vision Insurance	27%		7%	
Life Insurance	20%			
Paid Sick Leave	20%			
Paid Vacation	87%			
Retirement	13%		7%	7%

Additional Compensation A few employers offered an annual bonus depending on store performance.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 10%
- ♦ Employees Leaving 60%
- ♦ Temporary Positions 0%
- ♦ Promotions 30%

Recruitment Methods

- ♦ In-House Promotion or Transfer 67%
- ♦ Newspaper Ads 67%
- ♦ Walk-In Applicants 40%
- ♦ Employee Referrals 27%
- ♦ Employment Development Department 20%

Size of Occupation

- ♦ Size of Employment Large

Gender make up of reported positions

- ♦ Male 32%
- ♦ Female 68%

Where the Jobs Are

Eating and Drinking Places
Hotels and Motels
Nursing Homes
Entertainment Centers
Elementary and Secondary Schools

Food Service Managers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ◆ Projected Growth Rate Average

Almost all employers reported stable employment in this occupation during the last year, a few reported growth. All employers expect employment to remain stable.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to communicate effectively orally and in writing

Technical

Ability to manage an activity or department
Ability to plan and organize the work of others
Ability to follow purchasing procedures
Food preparation
Understanding of inventory techniques

Computer Skills

Some employers required Word Processing and Spreadsheet
A few required DataBase and Desktop Publishing

Other Qualifications

Problem solving
Customer service
Ability to hire and assign personnel
Ability to work well independently
Ability to work well under periods of high pressure

Projected New Skills

Food Safety
All restaurant jobs

Skills Needed for Advancement

Excellent public relations
Reliability
Financial performance
Initiative
Multitasking

Education

Minimum education requirements reported by responding employers

- ◆ Less Than High School 13%
- ◆ High school or equivalent 73%
- ◆ Associate Degree 13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	73%	20%	7%
Training required	21%	21%	57%

Length of Experience

Firms requiring experience prefer an average of 22 months experience in this occupation.

Length of Training

Firms requiring training report that 24 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept any management experience in a related field, but did not specify the number of months.

Other Information

Time Base

Full Time	89%	Temp/On Call	0%
Part Time	11%	Seasonal	0%

Forest and Conservation Workers

Job Description

Forest and Conservation Workers develop, maintain, and protect forest, forested areas, and woodlands through such activities as raising and transporting tree seedlings; combating insects, pests, and diseases harmful to trees; and controlling erosion and trees; and controlling erosion and leaching of forest soil. Please include such occupations as Forester Aides, Seedling Pullers, and Tree Planters. OES 790020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$9.25	\$10.86
New Hires with Experience	\$6.75	\$10.86	\$12.50
3 Yrs + Experience with Firm	\$7.00	\$13.00	\$13.75

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	40%			20%
Dental Insurance	20%			20%
Vision Insurance	40%			20%
Life Insurance	20%			20%
Paid Sick Leave	60%			20%
Paid Vacation	80%	20%		
Retirement	40%			20%

Additional Compensation A few employers offered housing, utilities and clothing and benefits to seasonal workers

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			
Inexperienced	X		

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	0%
♦ Employees Leaving	55%
♦ Temporary Positions	0%
♦ Promotions	45%

Recruitment Methods

♦ In-House Promotion or Transfer	20%
♦ Newspaper Ads	40%
♦ School, College	40%
♦ Union Hall Referrals, Trade Journals each	20%
♦ Have Own Recruiters, Word of Mouth each	20%

Size of Occupation

♦ Size of Employment	Large
----------------------	-------

Gender make up of reported positions

♦ Male	87%
♦ Female	13%

Where the Jobs Are

State and Federal Forests
Large timber holding companies
Contractors for large timber land owners

Forest and Conservation Workers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Slower Than Average

Almost all employers reported stable employment in this occupation during the last year, a few reported a decline. Almost all employers expect employment to remain stable and a few expect a decline.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Oral communication
Ability to read and follow instructions

Physical Abilities

Ability to perform physically demanding work
Ability to like rain (when trees are planted)

Other Qualifications

Desire to learn

Projected New Skills

Physical endurance

Skills Needed for Advancement

Competent
Leadership
Understanding of people
Organization
Experience
Education to become a Forester

Hours: Full time average is 40 hours per week
Part time average is 24 hours per week
Temporary/On call is 55 hours / week
Seasonal average is 40 hours per week

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 60%
- ♦ High school or equivalent 20%
- ♦ Associate Degree 20%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required		60%	40%
Training in lieu of experience	100%		
Vocational training required			100%

Length of Experience

Firms requiring experience prefer an average of 12 months experience in this occupation.

Length of Training

Firms requiring training report that 0 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept agricultural work experience, but did not specify the number of months.

Other Information

Time Base

Full Time	77%	Temp/On Call	1%
Part Time	1%	Seasonal	21%

General Office Clerks

Job Description

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined. OES 553470

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 9%
- ◆ Growth: Slower than average

Wages and Benefits

Non-Union

	Low	Median	High
New Hires with No Experience:	\$ 6.00	\$7.50	\$ 8.36
New Hires with Experience:	7.00	8.00	9.48
3 Years + Experience with Firm:	7.50	10.00	14.00

Union

	Low	Median	High
New Hires with Experience:	\$ 8.63	\$ 9.79	\$10.40
3 Years + Experience with Firm:	10.07	10.63	12.62

*Unions did not hire without Experience

Other Compensation: A few Non-Union employers gave a yearly bonus.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	38%		31%	6%
Dental Insurance	31%		19%	6%
Vision Insurance	25%		13%	6%
Life Insurance	25%		13%	6%
Paid Sick Leave	50%	6%		
Paid Vacation	69%	6%		
Retirement	31%		25%	13%

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	6%	44%	13%	6%
Inexperienced	0%	6%	13%	13%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 32%
- ◆ Employees Leaving 14%
- ◆ New Positions 41%
- ◆ Temporary Positions 14%

Education

Surveyed employers report the following education levels of recent hires:

- ◆ Less than high school 6%
- ◆ High school or equivalent 94%

General Office Clerks

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

English grammar, spelling, and punctuation skills
Reading and comprehension skills
Listening skills
Verbal communication and speaking skills

Physical Abilities

Ability to sit continuously for 2 or more hours

Technical

Ability to use word processing software
Ability to use spreadsheet software

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Ability to perform routine, repetitive work
Ability to learn continually

Projected New Skills

Problem Solving
Organizational skills
Increased computer skills

Emerging Occupations

Internet Research
More Bilingual Positions

Recruitment

Surveyed employers report the following methods for recruiting employees

◆ Newspaper Ads	80%
◆ Walk-In Applicants	47%
◆ Employee Referrals	40%
◆ Employment Development Department	27%
◆ In-House Promotion or Transfer	27%
◆ Private Employment Agencies	20%
◆ Internet	20%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	69%	19%	13%
Training as substitute for experience	71%	0%	29%

Length of Experience

Firms requiring experience prefer an average of 15 months experience in this occupation.

Experience in other occupations

Most firms will accept 11 months experience in a related field such as General Clerical, Bookkeeping.

Other Information

Where the Jobs Are

A wide variety of businesses, non profit organizations and government agencies.

Employment Type/Hours

Full Time	85%	Temp/On Call	5%
Part Time	11%	Seasonal	0%

Gender make up of reported positions are as follows:

◆ Male	2%
◆ Female	98%

Guards and Watch Guards

Job Description

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds. OES 630470

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$8.00	\$10.00
New Hires with Experience	\$6.75	\$8.50	\$10.00
3 Yrs + Experience with Firm	\$7.00	\$9.00	\$12.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	33%		22%	
Dental Insurance	22%		11%	
Vision Insurance	33%		11%	
Life Insurance	56%			
Paid Sick Leave	44%		11%	
Paid Vacation	56%			
Retirement	11%		22%	

Additional Compensation Some employers offered holiday pay.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced	X		
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 26%
- ♦ Employees Leaving 28%
- ♦ Temporary Positions 43%
- ♦ Promotions 3%

Recruitment Methods

- ♦ Newspaper Ads 89%
- ♦ Employment Development Department 56%
- ♦ Walk-In Applicants 56%
- ♦ In-House Promotions or Transfers 33%
- ♦ Employee Referrals 22%

Size of Occupation

- ♦ Size of Employment Large

Gender make up of reported positions

- ♦ Male 56%
- ♦ Female 44%

Where the Jobs Are

Entertainment Centers
State Government
Large land owners
Contractors for security services

Guards and Watch Guards

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Remain Stable

Many employers reported growth in this occupation during the last year, some remained stable and a few reported decline. Many employers expect employment to remain stable and many expect to grow.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to communicate effectively orally and in writing
Oral communication skills
Ability to read and follow instructions

Technical

Ability to follow security protection procedures

Computer Skills

Some employers required Word Processing
A few required Spreadsheet and DataBase

Other Qualifications

Public contact skills
Ability to work well independently
Possession of a clean police record

Projected New Skills

Video activities
Key control
Radar operation
Logs

Skills Needed for Advancement

Experience
Knowledge of job, policies
Supervisory skills
Training
Desire to excel
Accountability
Competent in emergency situations

Hours: Full Time average is 40 hours per week
 Part Time average is 21 hours per week
 On Call average is 15 hours per week
 Seasonal average is 40 hours per week

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 22%
- ♦ High school or equivalent 78%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	11%	44%	44%
Technical Training required	0%	22%	78%
Training in lieu of experience	80%		20%

Length of Experience

Firms requiring experience prefer an average of 11 months experience in this occupation.

Length of Training

Firms requiring training was not required prior to employment.

Experience in other occupations

A few firms will accept mechanical experience or general work experience but did not specify the number of months.

Other Information

Time Base

Full Time	48%	Temp/On Call	1%
Part Time	3%	Seasonal	48%

Home Health Aides

Job Description

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Excludes Nursing Aides and Homemakers. OES 660110

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$9.00	\$10.14
New Hires with Experience	\$6.25	\$9.48	\$10.14
3 Yrs + Experience with Firm	\$6.25	\$10.00	\$11.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	30%		30%	
Dental Insurance	30%		10%	
Vision Insurance	20%			
Life Insurance	30%			
Paid Sick Leave	50%	10%		
Paid Vacation	70%	10%		
Retirement	20%		10%	

A few employers offered mileage reimbursement, membership at a fitness center or jury duty coverage. N.B. Many workers in this occupation are self employed and receive no benefits.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	20%
♦ Employees Leaving	24%
♦ Temporary Positions	57%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	90%
♦ Employee Referrals	50%
♦ Walk-In Applicants	50%
♦ Employment Development Department	30%
♦ In-House Promotion or Transfer	20%

Size of Occupation

♦ Size of Employment:	Large
-----------------------	-------

Gender make up of reported positions

♦ Male	5%
♦ Female	95%

Where the Jobs Are

Nursing and Personal Care Facilities
Residential Care
Individual and Family Services
Hospitals

Home Health Aides

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Many employers reported stable employment in this occupation during the last year and some reported growth and some reported a decline. Most employers expect employment to remain stable and many to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow instructions

Listening

Ability to communicate effectively orally and in writing

Technical Skills

Ability to apply transferring techniques moving patients

Computer Skills

Word Processing, Spreadsheet, and Database required by a few

Other Qualifications

Ability to work effectively in a teamwork environment

Ability to work well independently

Ability to work in continually changing environments

Ability to work well under periods of high pressure

Possession of a valid driver's license

Good grooming

Projected New Skills

Procedures to meet client's needs

Skills Needed for Advancement

Communication skills

Further education

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 10%
- ♦ High school or equivalent 90%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	30%	60%	10%
Training required	30%	10%	60%

Length of Experience

Firms requiring experience prefer an average of 9 months experience in this occupation.

Length of Training

Firms requiring training report that 2 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept any amount of experience in a related field such as CNA, Professional Cleaning Person, Housekeeping, Care Provider Service.

Other Information

Time Base

Full Time	44%	Temp/On Call	15%
Part Time	37%	Seasonal	4%

Emerging Occupations

End of life care

Hotel Desk Clerks

Job Description

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests. OES 538080

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.75	\$8.00	\$9.00
New Hires with Experience	\$7.00	\$9.00	\$11.00
3 Yrs + Experience with Firm	\$7.00	\$10.00	\$12.75

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance			20%	7%
Dental Insurance			7%	7%
Vision Insurance			7%	7%
Life Insurance				
Paid Sick Leave	13%	7%		
Paid Vacation	33%	13%		
Retirement	13%	7%		

A few employers offered medical reimbursement, commission, a bonus. A few expected to get benefits soon.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 3%
- ♦ Employees Leaving 85%
- ♦ Temporary Positions 3%
- ♦ Promotions 9%

Recruitment Methods

- ♦ Newspaper Ads 73%
- ♦ Employee Referrals 53%
- ♦ Employment Development Department 40%
- ♦ Walk-In Applicants 33%
- ♦ In-House Promotion or Transfer 20%

Size of Occupation

- ♦ Size of Employment: Medium

Gender make up of reported positions

- ♦ Male 19%
- ♦ Female 81%

Where the Jobs Are

Hotels and Motels

Hours: Full Time average is 40 hours per week
Part Time average is 22 hours per week
Seasonal average is 26 hours per week

Hotel Desk Clerks

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

Almost all employers reported stable employment in this occupation during the last year and a few reported growth and decline. Almost all employers expect employment to remain stable and a few expect to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow instructions
Ability to write legibly
Ability to communicate effectively orally
Basic math

Technical Skills

Record keeping
Cash handling
Telephone

Computer Skills

Most required familiarity with computers
Some specified word processing
A few specified spreadsheet, database, desktop publishing and web design

Other Qualifications

Public contact skills, Customer service skills
Ability to work well independently
Ability to work well under pressure
Good grooming

Projected New Skills

Hotel specific computer programs

Skills Needed for Advancement

Sales
Decision making skills
Ability to plan and organize the work of a team
Detail oriented, organization

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 7%
- ♦ High school or equivalent 80%
- ♦ Associate Degree 13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	20%	67%	13%
Vocational Training required	62%		38%
Training in lieu of experience	62%		38%

Length of Experience

Firms requiring experience prefer an average of 10 months experience in this occupation.

Length of Training

Firms requiring training did not specify the number of months.

Experience in other occupations

Some firms will accept any amount of experience in a related field such as Customer Service, Secretarial, Teaching, job with Computer Skills.

Other Information

Time Base

Full Time	52%	Temp/On Call	0%
Part Time	44%	Seasonal	4%

Emerging Occupations

There were no responses given.

Human Service Workers

Job Description

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians. OES 273080

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$8.13	\$10.00	\$15.32
New Hires with Experience	\$8.00	\$10.25	\$14.00
3 Yrs + Experience with Firm	\$9.89	\$12.00	\$18.00

Benefits

Who Pays	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
Medical Insurance	62%	31%	15%	8%
Dental Insurance	38%	23%	8%	
Vision Insurance	46%	15%	8%	
Life Insurance	31%	23%	8%	
Paid Sick Leave	77%	38%		
Paid Vacation	77%	38%		
Retirement	15%	8%	23%	8%

A few employers offered Employee Assistance Program.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 29%
- ♦ Employees Leaving 56%
- ♦ Temporary Positions 10%
- ♦ Promotions 5%

Recruitment Methods

- ♦ Newspaper Ads 100%
- ♦ Employee Referrals 54%
- ♦ In-House Promotion or Transfer 38%
- ♦ Employment Development Department 23%
- ♦ Internet or Walk-In Applicants 23%

Size of Occupation

- ♦ Size of Employment: Large

Gender make up of reported positions

- ♦ Male 20%
- ♦ Female 80%

Where the Jobs Are

Nursing and Personal Care Facilities
Social Services
Individual and Family Services
Local Government

Human Service Workers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year and some reported growth. Many employers expect employment to remain stable and many to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow instructions

Ability to communicate effectively orally and in writing

Technical Skills

Record keeping

Ability to interview others for information

Computer Skills

Word Processing is required by most employers

Spreadsheet is required by some

Database and Desktop Publishing by a few

Other Qualifications

Ability to think logically

Understanding of a variety of cultures

Ability to work well independently

Possession of a valid driver's license

Projected New Skills

Ability to maintain a calm demeanor

HIV and Hepatitis Education

Knowledge of harm reduction

People skills

Skills Needed for Advancement

Management, Organization

Further education

Initiative, Dedication/Passion for work

Reliability, Ability to work unsupervised

Ability to work with clients and families

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 92%
- ♦ Associate Degree 8%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	62%	15%	23%
Training required	23%	23%	54%

Length of Experience

Firms requiring experience prefer an average of 14 months experience in this occupation.

Length of Training

Firms requiring training report that 15 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept any amount of experience in a related field such as Social Work, Human Development, Case Management, Special Education, Convalescent Care, or Receptionist.

Other Information

Time Base

Full Time	55%	Temp/On Call	9%
Part Time	33%	Seasonal	3%

Industrial Production Managers

Job Description

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications. OES 150140

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$11.51	\$17.48	\$23.44
New Hires with Experience	\$10.00	\$17.84	\$28.77
3 Yrs + Experience with Firm	\$12.00	\$19.79	\$35.96

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	47%		53%	
Dental Insurance	33%		47%	
Vision Insurance	27%		47%	
Life Insurance	73%			
Paid Sick Leave	67%			
Paid Vacation	100%			
Retirement	33%		33%	

A few employers offered an RX Plan, Profit Sharing, Bonuses or a 401k.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	0%
♦ Employees Leaving	60%
♦ Temporary Positions	0%
♦ Promotions	40%

Recruitment Methods

♦ Newspaper Ads	67%
♦ In-House Promotion or Transfer	47%
♦ Trade Journals/Industry Referrals	27%
♦ Walk-In Applicants	20%
♦ Employment Development Department	20%

Size of Occupation

♦ Size of Employment:	Small
-----------------------	-------

Gender make up of reported positions

♦ Male	92%
♦ Female	8%

Where the Jobs Are

Beverages
Sawmills and Planing Mills
Misc. Fabricated Metal Products
Millworks, Plywood & Structural Members
Food Processing

Industrial Production Managers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Almost all employers reported stable employment in this occupation during the last year, a few reported growth, and a few reported a decline. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively, orally and in writing
Basic math
Ability to read and follow instructions

Flexibility

Willingness to work occasional periods of overtime

Technical Skills

Ability to effectively delegate work and supervise staff
Ability to set work priorities and meet deadlines
Ability to analyze data to solve problems
Leadership

Computer Skills

Work Processing, Spreadsheet required by most
Database required by many
Email, scheduling, & custom programs required by a few

Other Qualifications

Ability to create a teamwork environment
Ability to work well independently
Ability to handle crisis situations

Projected New Skills

Knowledge of product and manufacturing
Communication, Organizational Skills

Skills Needed for Advancement

Technical Knowledge
Troubleshooting
Employee Supervision
Organizational, Analytical
Teamwork

Education

Minimum education requirements reported by responding employers

♦ High school or equivalent	53%
♦ Associate Degree	7%
♦ Bachelor Degree	40%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	87%	13%	0%
Training required	33%	33%	33%

Length of Experience

Firms requiring experience prefer an average of 38 months experience in this occupation.

Length of Training

Firms requiring training report that 11 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept 36 months experience in a related field such as Wood Industry Experience, Manufacturing, Wine, Beverage, Cellar, Machinist, or Mechanic.

Other Information

Time Base

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Emerging Occupations

Production Line Mechanics

Instructional Aides

Job Description

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils. Replaces 315210 Teachers Aides—Paraprofessional and 539050 Teachers Aides and Educational Assistants-Clerical. OES 315211

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 7.35	\$ 7.91	\$ 8.46
New Hires with Experience	7.35	8.17	8.98
3 Years + Experience with Firm	7.80	8.53	9.25

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 7.21	\$ 8.39	\$ 9.23
New Hires with Experience	7.21	8.68	9.93
3 Years + Experience with Firm	7.95	9.40	11.16

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	38%	23%	8%	38%
Dental Insurance	38%	23%	8%	38%
Vision Insurance	38%	23%	8%	38%
Life Insurance	23%	23%		
Paid Sick Leave	46%	77%		8%
Paid Vacation	38%	69%		8%
Retirement	8%	8%	31%	38%

A few employers covered families as well.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced	X		
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	12%
♦ Employees Leaving	46%
♦ Temporary Positions	36%
♦ Promotions	6%

Recruitment Methods

♦ Newspaper Ads	100%
♦ Walk-In Applicants	54%
♦ Employee Referrals	46%
♦ Internet	31%
♦ In-House Promotion or Referrals	31%

Size of Occupation

♦ Size of Employment:	Not Available
-----------------------	---------------

Gender make up of reported positions

♦ Male	7%
♦ Female	93%

Where the Jobs Are

Elementary and Secondary Schools

Hours:	Full Time average is 40 hours per week
	Part Time average is 22 hours per week
	On Call average is 22 hours per week
	Seasonal average is 30 hours per week

Instructional Aides

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Not Available

Most employers reported stable employment in this occupation during the last year, some reported growth, and a few reported a decline. Almost all employers expect employment to remain stable and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally
Ability to read and follow instructions
Ability to write legibly

Technical Skills

Ability to apply teaching techniques
Oral reading
Classroom management
Work well with children

Computer Skills

Work Processing & computer familiarity required by some
Database and Spreadsheet required by a few

Other Qualifications

Ability to exercise patience
Ability to work well independently
Ability to handle crisis situations
Understanding of a variety of cultures

Projected New Skills

Record keeping and reporting
Confidentiality
Discipline

Skills Needed for Advancement

Classes in Early Childhood Education
Preschool experience
Computer familiarity
Bilingualism

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 15%
- ♦ High school or equivalent 69%
- ♦ Associate Degree 15%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	8%	38%	54%
Training required	83%		17%

Length of Experience

Firms requiring experience prefer an average of 15 months experience in this occupation.

Length of Training

Firms requiring training report that 9 months of training are needed prior to employment.

Experience in other occupations

Experience in other occupations was not specified.

Other Information

Time Base

Full Time	30%	Temp/On Call	7%
Part Time	61%	Seasonal	3%

Emerging Occupations

Computer Tech Staff

Note: New legislation is requiring that applicants pass a more rigorous test than previously required showing their ability to assist in the instruction of math, reading and writing.

Janitors and Cleaners Except Maids and Housekeeping Cleaners

Job Description

Janitors and Cleaners (except Maids and Housekeeping Cleaners) keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. OES 670050

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 6.50	\$ 8.00	\$ 8.46
New Hires with Experience	7.00	8.25	11.51
3 Years + Experience with Firm	8.00	9.75	12.00

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 9.09	\$ 9.58	\$ 10.55
New Hires with Experience	9.09	10.04	10.55
3 Years + Experience with Firm	10.21	11.63	12.20

Additional Compensation A few employers offered an annual bonus or a membership in business.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%		20%	13%
Dental Insurance	53%	7%	7%	7%
Vision Insurance	60%	7%	7%	7%
Life Insurance	53%	7%		7%
Paid Sick Leave	73%	13%		7%
Paid Vacation	87%	20%	7%	7%
Retirement	27%		27%	20%

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

♦ New Positions	11%
♦ Employees Leaving	67%
♦ Temporary Positions	0%
♦ Promotions	22%

Recruitment Methods

♦ Employee Referrals	73%
♦ Newspaper Ads	60%
♦ Walk-In Applicants	47%
♦ In-House Promotion or Transfer	40%

Size of Occupation

♦ Size of Employment	Very Large
----------------------	------------

Gender make up of reported positions

♦ Male	78%
♦ Female	23%

Where the Jobs Are

Misc. Amusement, Recreation Service
Local Government and Schools
Wineries, Breweries, Hotels and Motels
Services to Buildings
A Wide Variety of Businesses

Janitors and Cleaners Except Maids and Housekeeping Cleaners

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Slower than Average

Almost all employers reported stable employment in this occupation during the last year and a few reported growth. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Verbal communication

Physical Abilities

Able to perform strenuous, physically demanding work

Flexibility

Willingness to work nights, weekends

Technical

Ability to operate floor polishing equipment
Window washing
Ability to shampoo carpets
Understanding of cleaning compounds and solutions

Other Qualifications

Ability to work independently
Possession of a valid driver's license

Projected New Skills

Painting, Electrical
General Handyman

Skills Needed for Advancement

Supervisory Skills
Knowledge of job requirements

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 40%
- ♦ High school or equivalent 60%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	13%	47%	40%
Training required	0%	7%	93%

Length of Experience

Firms requiring experience prefer an average of 11 months experience in this occupation.

Length of Training

A few firms required training prior to employment but did not specify the number of month.

Experience in other occupations

Many firms will accept experience in a related field such as Carpentry, Building Trades, and Housekeeping.

Other Information

Time Base

Full Time	73%	Temp/On Call	5%
Part Time	23%	Seasonal	0%

Laborers, Landscaping and Groundskeeping

Job Description

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons. OES 790410

Wages and Benefits

Non-Union

	Low	Median	High
New Hires with No Experience:	\$ 6.50	\$8.00	\$8.00
New Hires with Experience:	6.00	8.00	10.00
3 Years + Experience with Firm:	9.00	11.50	18.00

Union

	Low	Median	High
New Hires with No Experience:	\$ 8.63	\$ 9.50	\$10.01
New Hires with Experience:	9.52	10.50	11.03
3 Years + Experience with Firm:	10.24	12.16	15.50

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	27%		20%	
Dental Insurance	20%		20%	
Vision Insurance	20%		13%	
Life Insurance	20%		7%	
Paid Sick Leave	27%		7%	
Paid Vacation	60%		7%	
Retirement	13%		20%	

Additional Compensation Some non-union employers offered bonuses.

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 39.7%
- ◆ Growth: Much faster than average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	29%	14%
Inexperienced	7%	14%	14%	21%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 5%
- ◆ Employees Leaving 82%
- ◆ New Positions 3%
- ◆ Temporary Positions 10%

Education

Surveyed employers report the following education levels of recent hires

- ◆ Less than high school 47%
- ◆ High school or equivalent 53%

Laborers, Landscaping and Groundskeeping

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills

Physical Abilities

Ability to lift 10-50 pounds

Able to perform strenuous, physically demanding work

Able to stand continuously for 2 or more hours

Other Qualifications

Ability to work in a team environment

Ability to work independently

Able to work under pressure

Ability to perform routine, repetitive work

Possess good DMV driving record

Projected New Skills

Knowledge of sprinkler systems

Broad based use of power and hand tools

Knowledge of horticulture and landscaping

Recruitment

Surveyed employers report the following methods

◆ Newspaper Ads	60%
◆ Employee Referrals	53%
◆ Walk-In Applicants	33%
◆ Employment Development Department	33%
◆ Word of Mouth	27%
◆ In-House Promotion or Transfer	20%
◆ School, Program Referrals	13%
◆ Trade Journals	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	40%	60%	0%
Training as substitute for experience	80%	0%	20%

Length of Experience

Firms requiring experience prefer an average of 12 months experience in this occupation.

Experience in other occupations

Many firms preferred 9 months experience in a related field such as Farm, Agriculture, Construction, Plant Management, Truck Driving, Mechanic.

Other Information

Where the Jobs Are

Landscape and Horticultural Service
Retail Nurseries and Garden Stores
Hotels and Motels
Public Facilities and Schools

Employment Type/Hours

Full Time	93%	Temp/On Call	2%
Part Time	2%	Seasonal	2%

Gender make up of reported positions are as follows:

◆ Male	98%
◆ Female	2%

Legal Secretaries

Job Description

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials. OES 551020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$8.00	\$10.00	\$15.53
New Hires with Experience	\$10.00	\$11.51	\$16.44
3 Yrs + Experience with Firm	\$12.00	\$15.00	\$17.90

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%		13%	7%
Dental Insurance	13%		7%	7%
Vision Insurance			7%	7%
Life Insurance	13%		7%	7%
Paid Sick Leave	80%	27%		
Paid Vacation	87%	20%		
Retirement	20%	13%	33%	7%

A few employers offered an bonuses, overtime, child-care.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	0%
♦ Employees Leaving	78%
♦ Temporary Positions	0%
♦ Promotions	22%

Recruitment Methods

♦ Newspaper Ads	67%
♦ Employee Referrals	53%
♦ School, Program Referrals	27%
♦ Walk-In Applicants	27%
♦ Word of mouth in Legal Community	27%

Size of Occupation

♦ Size of Employment:	Medium
-----------------------	--------

Gender make up of reported positions

♦ Male	0%
♦ Female	100%

Where the Jobs Are

Legal services

Hours:

Full Time average is 39 hours per week
Part Time average is 19 hours per week

Legal Secretaries

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Slow Decline

All employers reported stable employment in this occupation during the last year. All employers expect employment to remain stable over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally
Basic math
Ability to read and follow instructions

Technical Skills

Record keeping
Ability to type at least 60 wpm
Ability to maintain an appointment calendar
Ability to write effectively
Proofreading
Alphabetic and numeric filing
Telephone answering
Understanding court proceedings
Ability to follow law office methods and procedures

Computer Skills

Work Processing required by all
Database and spreadsheet required by many
Custom programs by many

Projected New Skills

Ability to operate a transcribing machine
Communication, Organizational Skills

Skills Needed for Advancement

Writing
Research abilities
Good computer skills
Competency, Efficiency
Bookkeeping/Accounting
Work effectively with clients
Further education (degree)
Legal knowledge, terminology
Litigation skills

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 93%
- ♦ Associate Degree 7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	67%	27%	7%
Training required	36%		64%

Length of Experience

Firms requiring experience prefer an average of 35 months experience in this occupation.

Length of Training

Firms requiring training report that 11 months of training are needed prior to employment.
Firms requiring vocational training wanted an average of 16 months training.

Experience in other occupations

Many firms will accept 21 months experience in a related field such as Secretarial, Administrative Office occupations.

Other Information

Time Base

Full Time	85%	Temp/On Call	0%
Part Time	15%	Seasonal	0%

Emerging Occupations

No emerging occupations were reported.

Licensed Vocational Nurses

Job Description

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions. OES 325050

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 3.7%
- ◆ Growth: Slower than average

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$9.00	\$12.47	\$15.00
New Hires with Experience	\$11.00	\$13.46	\$15.75
3 Yrs + Experience with Firm	\$11.50	\$15.00	\$16.50

Benefits

Who Pays	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%	13%	33%	27%
Dental Insurance	47%	7%	13%	27%
Vision Insurance	40%	7%	20%	20%
Life Insurance	53%	13%		13%
Paid Sick Leave	87%	33%	7%	7%
Paid Vacation	93%	33%		7%
Retirement	33%	7%	20%	20%

Supply / Demand Assessment

Many employers reported stable and growth employment in this occupation during the last year. Many expect employment to remain stable and many expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	7%	7%	13%
Inexperienced	0%	13%	33%	27%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 10%
- ◆ Employees Leaving 62%
- ◆ New Positions 21%
- ◆ Temporary Positions 7 %

Education

Surveyed employers report the following education levels of recent hires

- ◆ High school or equivalent 60%
- ◆ Associate Degree 40%

Licensed Vocational Nurses

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

English grammar and spelling skills
Legible handwriting skills
Reading and comprehension skills
Listening skills
Verbal communication and speaking skills
Able to learn continually

Physical Abilities

Ability to lift 10+ pounds
Pass a pre-employment medical exam
Able to stand continuously for 2 or more hours

Technical

Have a California LVN license
Trained in CPR and First Aid Techniques
Knowledge of Word Processing

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Clean and neat appearance

Projected New Skills

Nursing Skills
Computer skills
Good communication skills

Recruitment

Surveyed employers report the following methods

♦ Newspaper Ads	93%
♦ Employee Referrals	67%
♦ Walk-In Applicants	47%
♦ School, Program Referrals	27%
♦ In-House Promotion or Transfer	13%
♦ Internet	13%
♦ Employment Development Department	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	27%	60%	13%
Training as substitute for experience	31%	0%	69%

Length of Experience

Firms requiring experience prefer an average of 10 months experience in this occupation.

Experience in other occupations

Most firms will accept 9 months experience in a related field such as Certified Nurse Assistant, Psychiatric Technician, Geriatric Care.

Other Information

Where the Jobs Are

Nursing and Personal Care Facilities
Hospitals and Clinics

Employment Type/Hours

Full Time	75%	Temp/On Call	3%
Part Time	22%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	8%
♦ Female	92%

Lodging Managers

Job Description

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts. Replaces 150260 Food Service and Lodging Managers. OES 150262

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.67	\$8.00	\$9.15
New Hires with Experience	\$7.67	\$12.33	\$16.78
3 Yrs + Experience with Firm	\$7.67	\$14.39	\$18.41

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance			17%	
Dental Insurance			8%	
Vision Insurance			17%	
Life Insurance				
Paid Sick Leave	17%			
Paid Vacation	50%		8%	
Retirement	8%			

Some employers offered Bonuses.

Hours: Full Time average is 53 hours per week
Part Time average is 25 hours per week

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	13%
♦ Employees Leaving	88%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	50%
♦ In-House Promotion or Transfer	33%
♦ Employee Referrals	33%
♦ School, Program Referrals	25%
♦ EDD, Internet each	17%

Size of Occupation

♦ Size of Employment:	Not Available
-----------------------	---------------

Gender make up of reported positions

♦ Male	35%
♦ Female	65%

Where the Jobs Are

Hotels and Motels

Lodging Managers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Not Available

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth. All employers expect employment to remain stable over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Oral communication

Technical Skills

Ability to maintain financial records
Ability to plan and organize the work of others
Problem solving
Record keeping

Computer Skills

All employers required computer familiarity
Word Processing, Spreadsheet and database required by most
Desktop Publishing required by many

Other Qualifications

Ability to work under pressure
Customer Service
Ability to work independently

Projected New Skills

Communication
Organizational Skills
Hotel specific computer program

Skills Needed for Advancement

Customer Service
Understanding of the needs of travelers and tourists
Problem solving
Detail oriented
Management
Business
Sales
Reliability, Honesty
Ability to train

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 83%
- ♦ Associate Degree 8%
- ♦ Bachelor Degree 8%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	75%	17%	8%
Training required	55%		45%

Length of Experience

Firms requiring experience prefer an average of 18 months experience in this occupation.

Length of Training

Firms requiring training report that 7 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept 12 months experience in a related field such as Restaurant, Sales, Teaching, Management.

Other Information

Time Base

Full Time	94%	Temp/On Call	0%
Part Time	6%	Seasonal	0%

Emerging Occupations

No emerging occupations were reported.

Machinists

Job Description

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations. OES 891080

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$8.25	\$9.00
New Hires with Experience	\$9.00	\$11.00	\$16.00
3 Yrs + Experience with Firm	\$11.00	\$15.00	\$17.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	22%	11%	44%	
Dental Insurance	22%	11%	44%	
Vision Insurance	11%	11%	11%	
Life Insurance	33%	11%		
Paid Sick Leave	44%	11%		
Paid Vacation	78%	11%		
Retirement	22%		11%	

A few employers offered Bonuses, metal recycling earnings.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	45%
♦ Employees Leaving	36%
♦ Temporary Positions	18%
♦ Promotions	0%

Recruitment Methods

♦ Employee Referrals	78%
♦ Newspaper Ads	56%
♦ Walk-In Applicants	44%
♦ School, Program Referrals	33%
♦ EDD, In-House Promotions/Transfer each	22%

Size of Occupation

♦ Size of Employment:	Large
-----------------------	-------

Gender make up of reported positions

♦ Male	89%
♦ Female	11%

Where the Jobs Are

Industrial Machinery, Special Industry Machinery

Hours: Full Time average is 43 hours per week
Part Time average is 29 hours per week
Temporary/On Call average is 11 hours / week

Machinists

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Remain Stable

Many employers reported stable employment in this occupation during the last year, some reported growth, and some reported decline. Most employers expect employment to remain stable and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow instructions

Physical Qualifications

Manual dexterity

Eye hand coordination

Ability to perform precision work

Technical Skills

Ability to use hand tools

Ability to use precision tools

Computer Skills

CAD/CAM were required by some

Database was required by a few

Projected New Skills

Knowledge of Machine Shop

Pull correct tooling

Help set up machines

Later—Programming

Good communication

Skills Needed for Advancement

Eye hand coordination

Precision, not making mistakes

Good math skills

Commitment, Desire

CNC Training

Efficiency

Improvement

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	56%	44%	
Training required	100%		

Length of Experience

Firms requiring experience prefer an average of 26 months experience in this occupation.

Length of Training

Firms requiring training report that 18 months of training are needed prior to employment.

Many require an average of 32 months or vocational training.

Experience in other occupations

Many firms will accept 36 months experience in a related field such as Tool and Die Maker, Welders, Equipment Operators, Automotive Mechanic.

Other Information

Time Base

Full Time	81%	Temp/On Call	4%
Part Time	15%	Seasonal	0%

Emerging Occupations

Computerized Machinery

Maintenance Repairers - General Utility

Job Description

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$8.00	\$8.55	\$12.20
New Hires with Experience	\$6.50	\$9.09	\$13.50
3 Yrs + Experience with Firm	\$9.00	\$11.87	\$18.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	40%		47%	
Dental Insurance	33%		20%	
Vision Insurance	27%			
Life Insurance	27%		27%	
Paid Sick Leave	53%			
Paid Vacation	93%			
Retirement	13%		33%	

Additional Compensation: A few employers offered bonuses.

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 24.5%
- ◆ Growth: Faster than average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Almost all expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	7%	7%	33%	13%
Inexperienced	0%	7%	13%	20%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 10%
- ◆ Employees Leaving 60%
- ◆ New Positions 30%
- ◆ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires

- ◆ Less than high school 13%
- ◆ High school or equivalent 87%

Maintenance Repairers - General Utility

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills
Able to learn continually
Verbal communication and speaking skills

Physical Abilities

Ability to lift 10-50 pounds
Able to perform strenuous, physically demanding work
Able to stand continuously for 2 or more hours

Technical

A variety of mechanical and construction skills
Computer skills

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Possess good DMV driving record
Able to work occasional periods of overtime

Projected New Skills

Hot Tub Maintenance
Machine and Engine Maintenance
Attention to detail

Emerging Occupations

More computer controlled devices to be serviced

Recruitment

Surveyed employers report the following methods

◆ Newspaper Ads	80%
◆ Employee Referrals	60%
◆ In-House Promotion or Transfer	47%
◆ Employment Development Department	33%
◆ Walk-In Applicants	27%
◆ School, Program Referrals	13%
◆ Internet	13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	60%	40%	0%
Training as substitute for experience	80%	0%	20%

Length of Experience

Firms requiring experience prefer an average of 14 months experience in this occupation.

Experience in other occupations

Most firms will accept 11 months experience in specific trades such as Plumbing, Electrical, Carpentry.

Other Information

Where the Jobs Are

Sawmills and Planing Mills
Hotels and Motels
Elementary and Secondary Schools
Local Government
Logging
Real Estate Agents and Managers
Miscellaneous Business Services

Employment Type/Hours

Full Time	96%	Temp/On Call	0%
Part Time	4%	Seasonal	0%

Gender make up of reported positions are as follows:

◆ Male	99%
◆ Female	1%

Marketing, Advertising, and Public Relations Managers

Job Description

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis. OES 130110

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.90	\$8.00	\$19.18
New Hires with Experience	\$7.50	\$15.43	\$34.00
3 Yrs + Experience with Firm	\$8.05	\$17.61	\$37.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	40%	10%	50%	10%
Dental Insurance	40%		20%	10%
Vision Insurance	40%		20%	10%
Life Insurance	40%		20%	10%
Paid Sick Leave	70%	20%	10%	
Paid Vacation	90%	20%	10%	
Retirement	30%		30%	10%

Some employers offered commissions and a few offered profit sharing.

Hours: Full Time average is 41 hours per week
Part Time average is 19 hours per week

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	25%
♦ Employees Leaving	25%
♦ Temporary Positions	0%
♦ Promotions	50%

Recruitment Methods

♦ Newspaper Ads	90%
♦ In-House Promotion or Transfer	50%
♦ Walk-In Applicants	40%
♦ Internet	30%
♦ Employee Referrals, Trade Journals each	20%

Size of Occupation

♦ Size of Employment:	Medium
-----------------------	--------

Gender make up of reported positions

♦ Male	37%
♦ Female	63%

Where the Jobs Are

Newspapers, Radio & TV Broadcasting
Colleges and Universities
Professional Organizations
Amusement and Recreational
Private business and agencies

Marketing, Advertising, and Public Relations Managers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Average

Almost all employers reported stable employment in this occupation during the last year, a few reported growth. Almost all employers expect employment to remain stable and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally

Technical Skills

Ability to manage an activity or department

Ability to write effectively

Media advertising sales skills

Telephone sales skills

Computer Skills

Word Processing, Spreadsheet required by most

Database and Desktop Publishing required by many

Image editing and Web design required by a few

Other Qualifications

Ability to maintain good customer relations

Ability to meet deadlines

Ability to work independently

Ability to maintain good business relationships

Ability to manage unexpected situations or circumstances

Ability to manage multiple priorities

Projected New Skills

Community involvement

Presentation skills

Skills Needed for Advancement

Organization, Leadership

Computer skills

Good marketing and marketing analysis

Securing media goals

Initiative

Experience

Good performance in a variety of circumstances

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 10%
- ♦ High school or equivalent 50%
- ♦ Associate Degree 20%
- ♦ Bachelor Degree 20%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	50%	40%	10%
Training required	33%		67%

Length of Experience

Firms requiring experience prefer an average of 35 months experience in this occupation.

Length of Training

Firms requiring training report that 24 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept experience in a related field such as Graphic Design and related occupations, different Media. The number of months required was not specified.

Other Information

Time Base

Full Time	85%	Temp/On Call	0%
Part Time	15%	Seasonal	0%

Emerging Occupations

Internet Marketing

Medical Secretaries

Job Description

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments. OES 551050

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.00	\$7.50	\$9.50
New Hires with Experience	\$7.00	\$9.00	\$10.00
3 Yrs + Experience with Firm	\$7.50	\$10.24	\$15.00

Additional Compensation: A few employers give yearly bonuses.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	47%	7%	13%	7%
Dental Insurance	20%		13%	13%
Vision Insurance	13%	7%	7%	7%
Life Insurance	27%			
Paid Sick Leave	53%	13%	13%	7%
Paid Vacation	73%	20%	13%	
Retirement	33%	13%	27%	7%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Medium
- ♦ Projected Job Growth Rate: 6.9%
- ♦ Growth: Slower than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	7%	0%	7%	0%
Inexperienced	13%	7%	53%	13%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ Promotions 10%
- ♦ Employees Leaving 50%
- ♦ New Positions 10%
- ♦ Temporary Positions 30%

Education

Surveyed employers report the following education levels of recent hires

- ♦ Less than high school 7%
- ♦ High school or equivalent 93%

Medical Secretaries

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Command of the English language
Legible handwriting skills
Listening skills
Verbal communication and speaking skills
Basic math skills

Physical Abilities

Ability to sit continuously for 2 or more hours

Technical

Telephone answering skills
Word Processing skills

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Ability to perform routine, repetitive work
Able to work under pressure
Willingness to work occasional periods of overtime
Clean and neat appearance

Projected New Skills

Medical Knowledge
More computer knowledge

Emerging Occupations

Radiologic Technologists
Computerized Billing

Recruitment

Surveyed employers report the following methods for recruiting employees

◆ Employee Referrals	87%
◆ Newspaper Ads	80%
◆ Walk-In Applicants	40%
◆ In-House Promotion or Transfer	13%
◆ Word of Mouth	13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	13%	87%	0%
Training as substitute for experience	73%	0%	27%

Length of Experience

Firms requiring experience prefer an average of 10 months experience in this occupation.

Experience in other occupations

Most firms will accept 6 months experience in a related field such as Medical Field, Bookkeeping/Secretarial.

Other Information

Where the Jobs Are

Offices & Clinics of Medical Doctors
Offices of Other Health Practitioners

Full Time	72%	Temp/On Call	4%
Part Time	23%	Seasonal	0%

Employment Type/Hours

Gender make up of reported positions are as follows:

◆ Male	2%
◆ Female	98%

Operating Engineers

Job Description

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Please do not include workers who specialize in operation of a single type of heavy equipment such as a bulldozer or crane. OES 979560

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 10.00	\$ 12.00	\$ 13.50
New Hires with Experience	10.55	15.00	18.00
3 Years + Experience with Firm	13.42	17.00	21.10

Union Wages

	Low	Median	High
*New Hires with Experience	\$ 15.04	\$ 20.00	\$ 25.00
3 Years + Experience with Firm	17.41	20.00	25.00
*Unions did not hire without Experience			

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	38%		54%	
Dental Insurance	23%		31%	
Vision Insurance	15%		15%	
Life Insurance	38%		8%	
Paid Sick Leave	15%			
Paid Vacation	46%			
Retirement	23%		38%	

A few employers offered a 401K.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	3%
♦ Employees Leaving	4%
♦ Temporary Positions	92%
♦ Promotions	1%
♦ Employee Referrals	64%
♦ Walk-In Applicants	43%
♦ Employment Development Department	29%
♦ In-House Promotion or Transfer	21%
♦ Newspaper Ads	21%

Size of Occupation

♦ Size of Employment:	Medium
-----------------------	--------

Gender make up of reported positions

♦ Male	96%
♦ Female	4%

Where the Jobs Are

Highway and Street Construction
Local Government
Logging, Sawmills and Planing Mills

Hours:	Full Time average is 44 hours per week
	Part Time average is 20 hours per week
	Seasonal average is 41 hours per week

Operating Engineers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Faster Than Average

Most employers reported stable employment in this occupation during the last year, some reported growth, and a few reported a decline. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Oral communication
Ability to read and follow instructions

Physical Qualifications

Ability to pass a pre-employment medical examination

Technical Skills

Ability to follow safe equipment operating practices

Other Qualifications

Possession of mechanical aptitude
Ability to work well independently
Possession of a good DMV driving record

Projected New Skills

Class B drivers license

Skills Needed for Advancement

Efficiency
Mechanical aptitude
Understanding the equipment
Dexterity
Quality of work
Experience in general construction
Leadership, Management
Understanding of human relations
Organization
Years of experience
Bilingual
Math skills for working specific machines
Good attitude
Reading and listening

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 64%
- ♦ High school or equivalent 36%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	57%	43%	
Training required	43%		57%

Length of Experience

Firms requiring experience prefer an average of 16 months experience in this occupation.

Length of Training

Firms requiring training report that 18 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept experience in a related field such as Mechanic. Number of months of experience was not specified.

Other Information

Time Base

Full Time	20%	Temp/On Call	0%
Part Time	1%	Seasonal	79%

Emerging Occupations

Sophisticated Technology

Packaging and Filling Machine Operators and Tenders

Job Description

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment. OES 929740

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$7.50	\$8.00
New Hires with Experience	\$7.00	\$8.25	\$11.00
3 Yrs + Experience with Firm	\$7.00	\$10.00	\$12.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	40%	10%	30%	
Dental Insurance	40%		20%	
Vision Insurance	10%		10%	
Life Insurance	30%			
Paid Sick Leave	30%			
Paid Vacation	60%	20%	10%	
Retirement	20%		30%	

Some employers offered an Bonuses.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	11%
♦ Employees Leaving	48%
♦ Temporary Positions	41%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	50%
♦ Employee Referrals	50%
♦ Walk-In Applicants	50%
♦ In-House Promotion or Transfer	40%
♦ Employment Development Department	20%

Size of Occupation

♦ Size of Employment:	Large
-----------------------	-------

Gender make up of reported positions

♦ Male	44%
♦ Female	56%

Where the Jobs Are

Beverages, Bakery Products
Misc. Food and Kindred Products

Hours:	Full Time average is 40 hours per week
	Part Time average is 24 hours per week
	Temporary average is 16 hours / week
	Seasonal average is 40 hours per week

Packaging and Filling Machine Operators and Tenders

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ◆ Projected Growth Rate Remain Stable

Almost all employers reported stable employment in this occupation during the last year and some reported growth. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow instructions
Ability to follow oral instructions

Physical Qualifications

Ability to stand continuously for 2 or more hours

Technical Skills

Ability to perform routine, repetitive work

Other Qualifications

Ability to create a teamwork environment

Projected New Skills

How to operate machines
Moderate mechanical skills

Skills Needed for Advancement

Attention to detail
Quick to learn
Bilingual
Mechanics skills
Work well with others in teamwork environment
Dexterity
Reliability
Hard work
Initiative
Math

Education

Minimum education requirements reported by responding employers

- ◆ Less than high school 50%
- ◆ High school or equivalent 50%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	10%	50%	40%
Training required	50%		50%

Length of Experience

Firms requiring experience prefer an average of 9 months experience in this occupation.

Length of Training

Firms requiring training report that 3 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept experience in a related field such as Fruit Packer, Winery experience, Mechanical experience, Production or Assembly work. The number of months required was not specified.

Other Information

Time Base

Full Time	76%	Temp/On Call	9%
Part Time	10%	Seasonal	5%

Emerging Occupations

Bottling Line Mechanic
Roaster

Pharmacy Technicians

Job Description

Pharmacy Technicians fill orders for unit doses and pre-packaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies. Replaces 325181 Pharmacy Technicians and 660260 Pharmacy Aides. OES 325180

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 8.00	\$ 10.58	\$ 11.00
New Hires with Experience	11.65	12.00	13.01
3 Years + Experience with Firm	12.87	13.99	16.00

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 8.00	\$ 10.00	\$ 14.00
New Hires with Experience	11.00	11.25	14.00
3 Years + Experience with Firm	11.00	13.67	15.50

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	46%	23%	46%	
Dental Insurance	38%	23%	46%	
Vision Insurance	31%	15%	46%	
Life Insurance	31%	8%	23%	
Paid Sick Leave	54%	15%	15%	
Paid Vacation	77%	15%	8%	
Retirement	38%	15%	46%	

A few employers offered an employee discount and a union offered a 401k.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	33%
♦ Employees Leaving	67%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	69%
♦ Employee Referrals	54%
♦ School, Program Referrals	46%
♦ Walk-In Applicants	46%
♦ In-House Promotion or Transfer	31%

Size of Occupation

♦ Size of Employment:	Small
-----------------------	-------

Gender make up of reported positions

♦ Male	3%
♦ Female	97%

Where the Jobs Are

Drug Stores and Proprietary Stores

Hours:	Full Time average is 40 hours per week
	Part Time average is 28 hours per week

Pharmacy Technicians

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Faster Than Average

Almost all employers reported stable employment in this occupation during the last year and a few reported growth. Most employers expect employment to remain stable and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Ability to write legibly
Ability to follow oral instructions
Basic math

Technical Skills

Ability to accurately record and report information
Ability to follow government regulations & reporting requirements

Computer Skills

Computer literacy by most
Word processing and database by some
Spreadsheet by a few

Other Qualifications

Ability to pay attention to detail
Public contact skills

Projected New Skills

Telephone and oral communication
Cash handling

Skills Needed for Advancement

Communication
Math
More schooling to become Pharmacist

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 15%
- ♦ High school or equivalent 85%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	46%	38%	15%
Training required	55%		45%

Length of Experience

Firms requiring experience prefer an average of 11 months experience in this occupation.

Length of Training

Firms requiring training report that 9 months of training are needed prior to employment.

Vocational Training

Most employers specified that they required a Pharmacy Technician License.

Other Information

Time Base

Full Time	79%	Temp/On Call	0%
Part Time	21%	Seasonal	0%

Emerging Occupations

No occupations were specified.

Plumbers, Pipefitters, and Steamfitters

Job Description

Plumbers, Pipefitters, and Steamfitters assemble, install, alter, and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems. OES 875020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.50	\$10.00	\$12.00
New Hires with Experience	\$9.00	\$13.00	\$20.00
3 Yrs + Experience with Firm	\$11.00	\$15.50	\$23.00

Additional Compensation A few employers offered an annual bonus.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	38%	13%		
Dental Insurance	25%			
Vision Insurance	13%			
Life Insurance	13%	13%		
Paid Sick Leave	13%			
Paid Vacation	50%	13%		
Retirement	13%		13%	13%

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	67%
♦ Employees Leaving	33%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Employee Referrals	88%
♦ Walk-In Applicants	63%
♦ Word of Mouth	38%
♦ In-House Promotion or Transfer	25%
♦ Newspaper Ads	25%

Size of Occupation

♦ Size of Employment	Small
----------------------	-------

Gender make up of reported positions

♦ Male	96%
♦ Female	4%

Where the Jobs Are

Residential Building Construction
Nonresidential Building Construction
Plumbing
Agriculture & Rural Pumping Systems

Plumbers, Pipefitters, and Steamfitters

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ◆ Projected Growth Rate Remain Stable

Most employers reported stable employment in this occupation during the last year, some reported growth and a few reported a decline. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Basic Math
Verbal communication

Physical Abilities

Ability to lift 10-50 pounds repeatedly
Able to perform strenuous, physically demanding work

Technical

Ability to inspect and evaluate the quality & condition of equipment
Troubleshooting
Pipefitting
Knowledge of materials, methods & appropriate tools
Ability to use and understand blueprints, drawings & models

Other Qualifications

Ability to work independently
Possess good DMV driving record

Projected New Skills

Ability to read blueprints
Electronics (More electronic circuit boards in products)
Learn about new products

Skills Needed for Advancement

Management, Business
Leadership - keep the crew coming back
Other Trade Skills

Education

Minimum education requirements reported by responding employers

- ◆ High school or equivalent 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	25%	63%	13%
Training required	13%	25%	63%

Length of Experience

Firms requiring experience prefer an average of 23 months experience in this occupation.

Length of Training

Firms requiring training report that 2 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept 12 months experience in a related field such as Electrical, Carpentry, Welding, Mechanics, and Machinery Repair.

Other Information

Time Base

Full Time	92%	Temp/On Call	0%
Part Time	8%	Seasonal	0%

Emerging Occupations

Radiant Heating Installation
Water Treatment
Work with electronic circuit boards

Police Patrol Officers

Job Description

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court. OES 630140

Wages and Benefits

Union Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$9.05	\$16.62	\$17.69
New Hires with Experience	\$13.20	\$17.45	\$21.24
3 Yrs + Experience with Firm	\$14.42	\$20.21	\$23.99

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	20%		80%	
Dental Insurance	20%		80%	
Vision Insurance	40%		60%	
Life Insurance	60%		40%	
Paid Sick Leave	100%			
Paid Vacation	100%			
Retirement	40%		60%	

Additional Compensation A few employers offered medical coverage for families.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	32%
♦ Employees Leaving	50%
♦ Temporary Positions	0%
♦ Promotions	18%

Recruitment Methods

♦ Colleges/Universities	60%
♦ Employee Referrals	40%
♦ Police Academy	40%
♦ Newspaper Ads	40%

Size of Occupation

♦ Size of Employment	Large
----------------------	-------

Gender make up of reported positions

♦ Male	91%
♦ Female	9%

Where the Jobs Are

Local Government

Hours: Full Time average is 41 hours per week

Police Patrol Officers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ◆ Projected Growth Rate Slower Than Average

Most employers reported stable employment in this occupation during the last year, many reported growth. Almost all employers expect employment to remain stable and some to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Oral communication
Ability to write legibly
Ability to follow oral instructions

Physical Abilities

Ability to pass a physical performance test
Ability to pass a pre-employment medical examination

Technical Skills

Certification from State of CA for right to carry firearms
Ability to write effectively

Other Qualifications

Willingness to work with close supervision
Ability to pass psychological interview
Ability to read and comprehend information quickly
Public contact skills
Ability to work independently
Understanding of a variety of cultures

Skills Needed for Advancement

Good common sense
Communication
Bilingual
Post Certification
AA Degree
Ability to supervise
Management of resources
Good driving
Writing ability
Ability to work well with others from mayor to junkie
Experience, job knowledge

Education

Minimum education requirements reported by responding employers

- ◆ High school or equivalent 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required		80%	20%
Training required		75%	25%

Length of Experience

Firms requiring experience prefer an average of 60 months experience in this occupation.

Length of Training

Firms requiring training report that 12 months of training are needed prior to employment.

Vocational Training

All employers required successful completion of Academy prior to employment.

Other Information

Time Base

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Projected new skills

Changing and growing lab work
Computer crime investigation

Radiologic Technicians

Job Description

Radiologic Technologists take X-rays and CAT scans or administer nonradioactive materials into patients blood stream for diagnostic purposes. Please include technologists who specialize in other modalities such as computed tomography, ultrasound, and magnetic resonance. Please include workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen. Replaces 329210 Radiologic Technologists—Diagnostic. OES 329190

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$16.00	\$16.68	\$17.36
New Hires with Experience	\$18.00	\$18.80	\$21.45
3 Yrs + Experience with Firm	\$18.00	\$20.56	\$23.28

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	71%	14%	14%	29%
Dental Insurance	43%	14%	14%	29%
Vision Insurance	29%	14%	14%	29%
Life Insurance	71%	14%		
Paid Sick Leave	71%	43%		
Paid Vacation	86%	43%		
Retirement	71%	29%	14%	14%

Additional Compensation A few employers offered an annual bonus.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	25%
♦ Employees Leaving	50%
♦ Temporary Positions	0%
♦ Promotions	25%

Recruitment Methods

♦ School, Program Referrals	50%
♦ Colleges/Universities	50%
♦ Employee Referrals	33%
♦ Internet, Walk-In Applicants each	33%
♦ Newspaper Ads	33%

Size of Occupation

♦ Size of Employment	Small
----------------------	-------

Gender make up of reported positions

♦ Male	57%
♦ Female	43%

Where the Jobs Are

Hospitals and Clinics
Offices of Physicians

Hours: Full Time average is 40 hours per week
Part Time average is 27 hours per week
On Call average is 10 hours per week

Radiologic Technicians

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ◆ Projected Growth Rate Remain Stable

Most employers reported stable employment in this occupation during the last year, some reported growth. Many employers expect employment to remain stable and many to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Basic Math
Verbal communication
Basic math

Physical Abilities

Able to stand continuously for 2 or more hours

Technical

Ability to use film developing equipment
Ability to follow fluoroscopic imaging procedures
Record keeping skills
Knowledge of medical terminology
Ability to follow safe equipment operating practices
Ability to apply transferring techniques moving patients
Possession of a State CRT Certificate

Other Qualifications

Ability to work independently
Ability to work under pressure
Public contact skills

Projected New Skills

Patient care
New and More Technical Machines to operate

Skills Needed for Advancement

Customer service, people skills
Critical thinking
Willingness to learn another modality, e.g. MRI
Management

Education

Minimum education requirements reported by responding employers

- ◆ High school or equivalent 57%
- ◆ Associate degree 14%
- ◆ Bachelor degree 29%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	71%	29%	
Training required	57%		43%

Length of Experience

Firms requiring experience prefer an average of 9 months experience in this occupation.

Length of Training

Firms requiring training report that 18 months of training are needed prior to employment.

Vocational Training

All firms required vocational training and most specified the requirement of a certificate as X-Ray or Radiologic Technologist.

Other Information

Time Base

Full Time	77%	Temp/On Call	13%
Part Time	10%	Seasonal	0%

Receptionists and Information Clerks

Job Description

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards. OES 553050

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$8.00	\$10.00
New Hires with Experience	\$6.50	\$8.68	\$11.00
3 Yrs + Experience with Firm	\$8.00	\$10.00	\$15.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	63%	6%	13%	19%
Dental Insurance	31%	6%		13%
Vision Insurance	38%	6%		6%
Life Insurance	63%	19%	6%	6%
Paid Sick Leave	75%	38%		
Paid Vacation	88%	38%		
Retirement	19%	6%	27%	19%

A few employers offered bonuses, child care, or membership in business.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 31%
- ♦ Employees Leaving 38%
- ♦ Temporary Positions 15%
- ♦ Promotions 15%

Recruitment Methods

- ♦ Newspaper Ads 75%
- ♦ In-House Promotion or Transfer 44%
- ♦ Employee Referrals 44%
- ♦ Walk-In Applicants 44%
- ♦ Internet 19%
- ♦ Employment Development Department 19%

Size of Occupation

- ♦ Size of Employment: Very Large

Gender make up of reported positions

- ♦ Male 15%
- ♦ Female 85%

Where the Jobs Are

Individual and Family Services
Local Government and Schools
Offices and Clinics of Medical Doctors
A wide variety of businesses

Receptionists and Information Clerks

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Average

Most employers reported stable employment in this occupation during the last year, a few reported growth, and a few reported a decline. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Ability to communicate effectively orally and in writing

Physical Qualifications

Able to sit continuously for 2 or more hours

Technical Skills

Alphabetic and numeric filing
Ability to operate a multi-line command phone center
Customer Service
Telephone answering

Computer Skills

Word Processing required by almost all
Spreadsheet required by many
DataBase and Desktop Publishing required by some
Medical billing by a few

Other Qualifications

Legible handwriting
Ability to work effectively in a teamwork environment
Ability to work well independently
Ability to perform routine, repetitive work
Ability to work well under periods of high pressure
Good grooming

Projected New Skills

Medical Terminology
People skills, Customer Service
Detail orientation, Inventory

Skills Needed for Advancement

Organized, Flexibility, Reliability
Computer skills, Management skills
Interpersonal skills, Bookkeeping

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 19%
- ♦ High school or equivalent 81%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	31%	44%	25%
Training required	0%	13%	88%

Length of Experience

Firms requiring experience prefer an average of 12 months experience in this occupation.

Length of Training

No firms required training prior to employment.

Experience in other occupations

Some firms will accept 9 months experience in a related field such as General Clerical, Customer Service, or work with phones or computers.

Other Information

Time Base

Full Time	52%	Temp/On Call	0%
Part Time	48%	Seasonal	0%

Registered Nurses

Job Description

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers. OES 325020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$15.45	\$18.61	\$21.31
New Hires with Experience	\$15.00	\$18.60	\$27.67
3 Yrs + Experience with Firm	\$15.45	\$22.00	\$31.91

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%	20%	40%	20%
Dental Insurance	47%	20%	33%	20%
Vision Insurance	33%	20%	20%	7%
Life Insurance	47%	20%	13%	
Paid Sick Leave	87%	47%		
Paid Vacation	87%	47%		
Retirement	27%	7%	27%	7%

Some employers offered a sign on bonus, higher wage for night shift, or mileage reimbursement.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	15%
♦ Employees Leaving	59%
♦ Temporary Positions	11%
♦ Promotions	15%

Recruitment Methods

♦ Newspaper Ads	87%
♦ Employee Referrals	67%
♦ Walk-In Applicants	27%
♦ Trade Journals or Internet	13%
♦ Employment Development Department	13%

Size of Occupation

♦ Size of Employment:	Very Large
-----------------------	------------

Gender make up of reported positions

♦ Male	7%
♦ Female	93%

Where the Jobs Are

Nursing and Personal Care Facilities
Hospitals and Clinics
Local Government and Schools

Registered Nurses

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Remain Stable

Most employers reported stable employment in this occupation during the last year, some reported growth and a few reported a decline. Many employers expect employment to remain stable, many expect to grow and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally and in writing

Physical Qualifications

Pass a pre-employment medical exam

Lift at least 20 pounds

Technical Skills

Case management and accurate record keeping

Counseling and risk assessment

Organizing work, setting priorities, meeting deadlines

Ability to communicate well with people from a variety of cultural backgrounds

Knowledge of cultural differences in health care

Ability to read and interpret professional documents

Associate degree from an accredited college or university in nursing

Valid Registered Nurse State License

Computer Skills

Work Processing required by some

Spreadsheet, Database required by a few

Other Qualifications

Ability to work cooperatively & effectively with others

Willingness to work occasional periods of overtime

Projected New Skills

Good rapport with staff

Work with disabled and elderly

CPR

Skills Needed for Advancement

Management, Supervisory skills

Further education, Long term care experience

Organization, Leadership

Education

Minimum education requirements reported by responding employers

- ♦ Associate Degree 67%
- ♦ Bachelor Degree 33%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	47%	53%	0%
Training required	79%	7%	14%

Length of Experience

Firms requiring experience prefer an average of 16 months experience in this occupation.

Length of Training

All firms require training of at least 24 months to obtain and RN license prior to employment.

Experience in other occupations

A few firms will accept experience in a related field such as LVN, Acute Care, or Medical Assistant as long as the RN training has been completed.

Other Information

Time Base

Full Time	58%	Temp/On Call	17%
Part Time	25%	Seasonal	0%

N.B. Some employers emphasized that they were experiencing a significant shortage of nurses.

Salespersons - Retail (Except Vehicle Sales)

Job Description

Retail Salespersons (except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers. OES 490112

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$6.50	\$8.50
New Hires with Experience	\$6.25	\$7.50	\$9.30
3 Yrs + Experience with Firm	\$6.50	\$9.00	\$12.00

Additional Compensation: A few employers offered commissions. Some employers give discounts.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	13%		67%	27%
Dental Insurance			67%	20%
Vision Insurance	7%	7%	40%	13%
Life Insurance	27%	7%	33%	13%
Paid Sick Leave	40%	13%	13%	7%
Paid Vacation	67%	20%	7%	7%
Retirement	7%	7%	73%	40%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Very Large
- ♦ Projected Job Growth Rate: 24.9%
- ♦ Growth: Faster than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	7%	7%
Inexperienced	13%	20%	33%	20%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 6%
- ♦ Employees Leaving 73%
- ♦ New Positions 7%
- ♦ Temporary Positions 14%

Education

Surveyed employers report the following education levels of recent hires

- ♦ Less than high school 40%
- ♦ High school or equivalent 60%

Salespersons - Retail (Except Vehicle Sales)

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills
Able to learn continually
Verbal communication and speaking skills
Basic math skills

Physical Abilities

Ability to lift 10 pounds
Able to stand continuously for 2 or more hours

Technical

Ability to make change

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Willingness to work weekends
Clean and neat appearance

Projected New Skills

Use of hand held scanner
In House Sales Training
Knowledge of products

Emerging Occupations

Emerging Technology

Recruitment

Surveyed employers report the following methods for recruiting employees

♦ Walk-In Applicants	60%
♦ Employee Referrals	47%
♦ Newspaper Ads	40%
♦ Word of Mouth, Networking	33%
♦ In-House Promotion or Transfer	70%
♦ Employment Development Department	20%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	13%	60%	27%
Training as substitute for experience	73%	0%	27%

Length of Experience

Firms requiring experience prefer an average of 11 months experience in this occupation.

Experience in other occupations

Most firms will accept 9 months experience in a related field such as Retail Sales, Cashier, Stocker, or knowledge of products being sold.

Other Information

Where the Jobs Are

Bakery Products
Miscellaneous Shopping Goods Stores
Department Stores
Eating and Drinking Places

Employment Type/Hours

Full Time	52%	Temp/On Call	4%
Part Time	44%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	37%
♦ Female	63%

Separating, Filtering, Clarifying, Precipitating, and Still Machine Operators and Tenders

Job Description

Separating, Filtering, Clarifying, Precipitating, and Still Machine Operators and Tenders operate or tend machines, such as filter presses, shaker screen, centrifuges, condenser tubes, precipitator tanks, fermenting tanks, evaporating tanks, scrubbing towers and batch stills, to extract, sort, or separate liquids, gases, or solid materials from other materials in order to recover a refined product or material. Does not include workers who operate equipment to control chemical changes or reactions. OES 929620

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$7.75	\$12.77
New Hires with Experience	\$7.50	\$9.50	\$12.77
3 Yrs + Experience with Firm	\$9.50	\$13.12	\$16.50

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	63%		38%	
Dental Insurance	25%		38%	
Vision Insurance	13%		38%	
Life Insurance	38%		13%	
Paid Sick Leave	50%			
Paid Vacation	100%			
Retirement	63%		25%	

Additional Compensation Some employers offered bonuses.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

♦ New Positions	20%
♦ Employees Leaving	40%
♦ Temporary Positions	20%
♦ Promotions	20%

Recruitment Methods

♦ In-House Promotion or Transfer	75%
♦ Newspaper Ads	38%
♦ Employee Referrals	25%
♦ Walk-In Applicants	25%

Size of Occupation

♦ Size of Employment	Medium
----------------------	--------

Gender make up of reported positions

♦ Male	100%
♦ Female	0%

Where the Jobs Are

Beverages

Separating, Filtering, Clarifying, Precipitating, and Still Machine Operators and Tenders

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, a few reported growth and a few reported a decline. All employers expect employment to remain stable over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Listening
Verbal communication

Physical Abilities

Able to stand continuously for 2 or more hours
Manual dexterity

Flexibility

Willingness to work occasional periods of overtime

Technical

Understands how to control and operate machines or processes involved with job
Equipment adjustments
Sample collection
Knowledge of safety and cleaning procedures
Inspecting equipment, structures or materials to identify causes of errors, problems or defects

Other Qualifications

Ability to work independently
Ability to perform routine, repetitive work
Ability to work in a teamwork environment

Computer Skills

Database skills are required by some
Word Processing by a few

Skills Needed for Advancement

Personnel management
Hard worker, Attitude, Seniority
Technical knowledge
Ability to communicate Instructions and follow-up

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 50%
- ♦ High school or equivalent 50%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	25%	25%	50%
Training required	14%	14%	71%

Length of Experience

Firms requiring experience prefer an average of 16 months experience in this occupation.

Length of Training

Firms requiring training report that 3 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept experience in a related field such as Wine Making or Wine industry related.

Other Information

Time Base

Full Time	90%	Temp/On Call	5%
Part Time	0%	Seasonal	5%

Small Engine Specialists

Job Description

Small Engine Specialists repair and maintain the operating condition of non-automobile gasoline-powered internal combustion engines and the equipment powered by those engines. Includes repairers of outboard motors, snowmobiles, lawn mowers, and chainsaws. Does not include Motorcycle Repairers. OES 853280

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$8.00	\$10.00
New Hires with Experience	\$8.00	\$10.50	\$13.00
3 Yrs + Experience with Firm	\$8.00	\$12.25	\$13.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	25%		25%	13%
Dental Insurance	13%		13%	13%
Vision Insurance			13%	13%
Life Insurance		13%	13%	
Paid Sick Leave	13%	13%		
Paid Vacation	63%	13%		
Retirement			25%	13%

Additional Compensation Some employers offered an annual bonus or classes to upgrade skills.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	33%
♦ Employees Leaving	67%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	63%
♦ Employment Development Department	63%
♦ Employee Referrals	38%
♦ Word of Mouth	25%

Size of Occupation

♦ Size of Employment	N/A
----------------------	-----

Gender make up of reported positions

♦ Male	95%
♦ Female	5%

Where the Jobs Are

Hardware Store
Agricultural and Garden Supply Stores
Equipment Rental Stores
Small Engine Repair Shops

Small Engine Specialists

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate N/A

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions

Physical Abilities

Manual dexterity

Technical

Ability to use service manuals

Engine diagnostic

Ability to repair gas engines

Troubleshooting

Accuracy

Computer Skills

Many employers have company software for ordering parts or invoicing.

Other Qualifications

Mechanical aptitude

Legible handwriting

Ability to work independently

Projected New Skills

People skills

Math

Microfiche

Electricity, Work with generators

Skills Needed for Advancement

Comprehension, Retention

Ability to handle people and sales

Mechanical skills

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 63%
- ♦ High School or equivalent 38%

Experience and Training

Percentage of responding employers who indicated

Firms Reported	Yes	Preferred	No
Work experience required	63%	25%	13%
Training required	0%	25%	75%

Length of Experience

Firms requiring experience prefer an average of 27 months experience in this occupation.

Length of Training

Some firms preferred training prior to employment, but did not specify the number of months.

Experience in other occupations

Some will accept 12 months experience in a related field such as Electrical, Auto Mechanics, any Mechanical Field.

Other Information

Time Base

Full Time	95%	Temp/On Call	0%
Part Time	5%	Seasonal	0%

Emerging Occupations

New Technology, Environmental Issues

Social Workers - Medical and Psychiatric

Job Description

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Includes Chemical Dependency Counselors. OES 273020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.22	\$14.35	\$23.50
New Hires with Experience	\$7.22	\$17.12	\$20.87
3 Yrs + Experience with Firm	\$8.64	\$19.26	\$25.37

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	67%	17%	25%	8%
Dental Insurance	67%	8%	25%	8%
Vision Insurance	42%	8%	25%	8%
Life Insurance	50%	8%	17%	
Paid Sick Leave	92%	25%		
Paid Vacation	92%	25%		
Retirement	33%		17%	17%

A few employers offered benefits for dependents or half of cost of fitness center membership.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	30%
♦ Employees Leaving	22%
♦ Temporary Positions	30%
♦ Promotions	19%

Recruitment Methods

♦ Newspaper Ads	83%
♦ Employee Referrals	33%
♦ Colleges/Universities	33%
♦ Trade Journals	25%
♦ Walk-In Applicants	17%

Size of Occupation

♦ Size of Employment:	Large
-----------------------	-------

Gender make up of reported positions

♦ Male	25%
♦ Female	75%

Where the Jobs Are

Nursing and Personal Care Facilities
Hospitals and Clinics
Individual and Family Services

Social Workers - Medical and Psychiatric

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Slower Than Average

Many employers reported stable employment in this occupation during the last year, some reported growth and a few reported a decline. Many employers expect employment to remain stable and many to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally and in writing

Physical Qualifications

Pass a pre-employment medical exam

Technical Skills

Record keeping

Knowledge of protective services for children and adults

Knowledge of family social work

Ability to apply complex rules and regulations

Ability to interview others for information

Computer Skills

Work Processing required by almost all

Spreadsheet required by some

Database required by a few

Other Qualifications

Understanding of a variety of cultures

Ability to work independently

Possession of a clean police record

Ability to handle crisis situations

Projected New Skills

Counseling

Geriatric Assessment

Skills Needed for Advancement

Supervisory skills

Management

Continuing education

Education

Minimum education requirements reported by responding employers

- ♦ High School or Equivalent 8%
- ♦ Associate Degree 8%
- ♦ Bachelor Degree 50%
- ♦ Graduate Study 33%

Experience and Training

Firms Reported	Yes	Preferred	No
Work experience required	58%	33%	8%
Training required	55%	0%	45%

Length of Experience

Firms requiring experience prefer an average of 23 months experience in this occupation.

Length of Training

Firms requiring training report that 24 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept experience in a related field such as Social Work, Counseling, AODP (Alcohol and Other Drug Program) or Psychology .

Other Information

Time Base

Full Time	56%	Temp/On Call	11%
Part Time	33%	Seasonal	0%

Emerging Occupations

HIV, Diabetes Tracking and Prevention

N.B. Because Chemical Dependency Counselors are included in this occupation, there are two ranges of pay correlating to the amount of education of the employee.

Teachers - Secondary School

Job Description

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities. OES 313080

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 19.9%
- ◆ Growth: Average

Wages and Benefits

Almost all of employers surveyed were Union employers

Employee Type	Low	Median	High
New Hires with No Experience	\$9.59	\$14.68	\$16.68
New Hires with Experience	\$14.29	\$14.86	\$17.19
3 Years+ Experience with Firm	\$15.16	\$16.30	\$19.18

Notes on Wages Union wages are calculated taking both level of education and years of experience into consideration. The low end of the scale is reflected above.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	73%		18%	45%
Dental Insurance	64%		18%	36%
Vision Insurance	64%		18%	36%
Life Insurance	45%			
Paid Sick Leave	91%	18%		27%
Paid Vacation	27%	9%		
Retirement	18%	18%	64%	27%

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	9%	0%
Inexperienced	18%	9%	55%	9%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 0%
- ◆ Employees Leaving 81%
- ◆ New Positions 15%
- ◆ Temporary Positions 4%

Education

Surveyed employers report the following education levels of recent hires

- ◆ Bachelor Degree 64%
- ◆ Graduate Study 36%

Teachers - Secondary School

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

English grammar, spelling and punctuation skills
Reading and comprehension skills
Listening skills
Verbal communication and speaking skills
Basic math skills

Technical

Teaching Credential
Word Processing skills

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Ability to work under periods of high pressure
Ability to learn continually

Projected New Skills

Psychology Studies
Knowledge of Policy and Laws

Emerging Occupations

Behavior Specialist Management

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Internet	73%
♦ Colleges/Universities	73%
♦ Newspaper Ads	64%
♦ School, Program Referrals	27%
♦ In-House Promotion or Transfer	18%
♦ Recruitment Fairs	9%
♦ Walk-In Applicants	9%
♦ Ads at Churches	9%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	9%	55%	36%
Training as substitute for experience	57%	0%	43%

Length of Experience

Firms requiring experience prefer an average of 21 months experience in this occupation.

Experience in other occupations

Many firms will accept 18 months experience in a related field such as Vocational Training..

Other Information

Where the Jobs Are

Public and Private Secondary Schools.

Employment Type/Hours

Full Time	95%	Temp/On Call	1%
Part Time	5%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	56%
♦ Female	44%

Teachers, Special Education

Job Description

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Please include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded. OES 313110

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 13.42	\$ 13.42	\$ 13.42
New Hires with Experience	13.42	13.42	13.42
3 Years + Experience with Firm	16.91	16.91	16.91

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 15.92	\$ 18.63	\$ 19.00
New Hires with Experience	15.59	18.63	26.25
3 Years + Experience with Firm	16.30	18.63	26.25

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	85%	8%	8%	8%
Dental Insurance	92%	8%		8%
Vision Insurance	92%	8%		8%
Life Insurance	31%		8%	
Paid Sick Leave	85%	15%	8%	
Paid Vacation	31%		8%	
Retirement	15%	8%	54%	8%

A few employers offered bonus if applicant has a degree.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	22%
♦ Employees Leaving	67%
♦ Temporary Positions	0%
♦ Promotions	11%

Recruitment Methods

♦ Newspaper Ads	77%
♦ Internet	77%
♦ Colleges/Universities	69%
♦ In-House Promotion or Transfer	15%
♦ Employee Referrals, School Referrals each	15%

Size of Occupation

♦ Size of Employment:	Large
-----------------------	-------

Gender make up of reported positions

♦ Male	23%
♦ Female	77%

Where the Jobs Are

Elementary and Secondary Schools

Hours:	Full Time average is 36 hours per week
	Part Time average is 18 hours per week

Teachers, Special Education

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Faster Than Average

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth. Most employers expect employment to remain stable, a few to grow, and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally and in writing

Technical Skills

Ability to plan and organize training programs

Classroom management skills

Understand and relate to children with special needs

Computer Skills

Work Processing required by most

Spreadsheet and Database required by a few

Other Qualifications

Imagination and creativity

Ability to exercise patience

Ability to work independently

Ability to maintain classroom discipline

Ability to handle crisis situations

Projected New Skills

Skills assessment

Record keeping

Skills Needed for Advancement

Detail oriented

Keeping up with changing field

Organization

Teamwork

Education experience

Continuing education

Safety conscious

Education

Minimum education requirements reported by responding employers

- ♦ Bachelor Degree 77%
- ♦ Graduate Study 23%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	38%	46%	15%
Training required	45%		55%

Length of Experience

Firms requiring experience prefer an average of 21 months experience in this occupation.

Length of Training

Firms requiring training report that 15 months of training are needed prior to employment.

Vocational Training

Almost all firms require vocational training. Many specified the requirement of a Special Ed Credential, a few specified Resource Specialist Credential And Student Teaching

Other Information

Time Base

Full Time	98%	Temp/On Call	0%
Part Time	2%	Seasonal	0%

Emerging Occupations

Immersion Classes / Bilingual

Tellers

Job Description

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions. OES 531020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.15	\$8.35	\$10.08
New Hires with Experience	\$8.25	\$9.00	\$10.00
3 Yrs + Experience with Firm	\$9.50	\$10.00	\$11.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	33%	11%	44%	67%
Dental Insurance	33%		44%	67%
Vision Insurance	22%		44%	67%
Life Insurance	56%	22%	11%	22%
Paid Sick Leave	56%	22%	11%	22%
Paid Vacation	56%	22%	11%	22%
Retirement	33%	11%	33%	56%

Some employers offered bonuses and incentives.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	7%
♦ Employees Leaving	60%
♦ Temporary Positions	11%
♦ Promotions	22%

Recruitment Methods

♦ Walk-In Applicants	89%
♦ Employee Referrals	89%
♦ Newspaper Ads	56%
♦ Internet	22%

Size of Occupation

♦ Size of Employment:	Large
-----------------------	-------

Gender make up of reported positions

♦ Male	8%
♦ Female	92%

Where the Jobs Are

Commercial Banks, Credit Unions

Hours:	Full Time average is 40 hours per week
	Part Time average is 30 hours per week
	Temporary average is 17 hours / week

Tellers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1999 - 2006)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, a few reported a decline and some reported growth. Many employers expect employment to remain stable, a few to decline and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally
Ability to read and follow directions
Ability to write legibly
Basic math

Physical Qualifications

Able to stand continuously for 2 or more hours

Technical Skills

Bondable
Cash handling skills
10 key adding machine

Computer Skills

Most employers require computer literacy
Word processing required by many
Spreadsheet required by some

Other Qualifications

Customer service skills

Projected New Skills

Bank computer programs

Skills Needed for Advancement

Computer skills
Math skills
Flexibility
Sales
Enjoy working with the public
Knowledge of operations
Initiative
Communication

Education

Minimum education requirements reported by responding employers

- ♦ High School or Equivalent 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	11%	56%	33%
Training required	67%		33%

Length of Experience

Firms requiring experience prefer an average of 10 months experience in this occupation.

Length of Training

Firms requiring training report that 4 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept 9 months experience in a related field such as Retail, Cash Handling Clerk.

Other Information

Time Base

Full Time	49%	Temp/On Call	10%
Part Time	41%	Seasonal	0%

Emerging Occupations

There were no emerging occupations specified.

Traffic, Shipping, and Receiving Clerks

Job Description

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking. OES 580280

Wages and Benefits

Non-Union

	Low	Median	High
New Hires with No Experience:	\$ 5.75	\$7.00	\$10.00
New Hires with Experience:	6.25	8.24	11.75
3 Years + Experience with Firm:	8.00	9.79	13.20

Union

	Low	Median	High
New Hires with No Experience:	\$ 8.25	\$ 8.77	\$ 8.88
New Hires with Experience:	7.50	8.64	8.88
3 Years + Experience with Firm:	8.50	12.65	16.88

Additional Compensation: A few non union employers offered bonuses.

Benefits

Who Pays	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
Medical Insurance	27%	7%	73%	
Dental Insurance	20%	7%	80%	
Vision Insurance	13%	7%	53%	
Life Insurance	73%	7%	27%	
Paid Sick Leave	60%	7%	7%	
Paid Vacation	100%	7%		
Retirement	40%	7%	53%	7%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

♦ Occupation Size:	Large
♦ Projected Job Growth Rate:	19.1%
♦ Growth:	Average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable and many expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	7%	7%	20%	7%
Inexperienced	0%	27%	20%	13%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

♦ Promotions	22%
♦ Employees Leaving	67%
♦ New Positions	11%
♦ Temporary Positions	0%

Education

Surveyed employers report the following education levels of recent hires

♦ Less than high school	27%
♦ High school or equivalent	73%

Traffic, Shipping, and Receiving Clerks

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills

Verbal communication and speaking skills

Physical Abilities

Ability to lift 10-50 pounds

Able to stand continuously for 2 or more hours

Pass a drug screening exam

Willingness to participate in drug testing

Other Qualifications

Ability to work in a team environment

Ability to work independently

Able to work under pressure

Ability to perform routine, repetitive work

Ability to learn continually

Projected New Skills

In House Computer Program

Math skills

General computer knowledge

Emerging Occupations

More Computer Based Stock Management

Emerging Technology

Recruitment

Surveyed employers report the following methods for recruiting employees:

◆ Newspaper Ads	64%
◆ Walk-In Applicants	64%
◆ Employee Referrals	64%
◆ In-House Promotion or Transfer	27%
◆ Employment Development Department	27%
◆ Private Employment Agencies	27%
◆ Word of Mouth, Clubs and Churches	18%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	40%	40%	20%
Training as substitute for experience	75%	0%	25%

Length of Experience

Firms requiring experience prefer an average of 10 months experience in this occupation.

Experience in other occupations

Many firms preferred 7 months experience in a related field such as Stocker, Sales, Cashier, Retail, Accounting.

Other Information

Where the Jobs Are

Grocery Stores

Trucking and Courier Services

Large Retail Stores

Manufacturing Businesses

Mail Order Businesses

Employment Type/Hours

Full Time	93%	Temp/On Call	0%
Part Time	7%	Seasonal	0%

Gender make up of reported positions are as follows:

◆ Male	71%
◆ Female	29%

Truck Drivers - Heavy or Tractor Trailer

Job Description

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks. OES 971020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$10.65	\$14.00
New Hires with Experience	\$8.50	\$11.38	\$14.38
3 Yrs + Experience with Firm	\$10.00	\$13.25	\$15.45

Additional Compensation A few employers offered bonuses.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	25%	6%	56%	
Dental Insurance	25%	6%	38%	
Vision Insurance	25%		19%	
Life Insurance	38%		13%	
Paid Sick Leave	25%			
Paid Vacation	63%			
Retirement	19%		31%	6%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 15.2%
- ◆ Growth: Slower than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable and a few expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	13%	6%	6%	44%
Inexperienced	0%	19%	13%	0%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 4%
- ◆ Employees Leaving 69%
- ◆ New Positions 17%
- ◆ Temporary Positions 10%

Education

Surveyed employers report the following education levels of recent hires

- ◆ Less than high school 63%
- ◆ High school or equivalent 38%

Truck Drivers - Heavy or Tractor Trailer

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills

Physical Abilities

Ability to lift 10-50 pounds

Possess excellent vision

Able to sit continuously for 2 or more hours

Able to use abdominal/lower back muscles repeatedly

Pass a pre-employment medical exam

Pass a drug screening exam

Technical

Possession of a valid Class A driver's license

Possession of a valid Class B driver's license

Other Qualifications

Ability to work independently

Possess good DMV driving record

Willingness to work more than 40 hours/week

Willingness to work weekends

Willingness to participate in drug testing

Projected New Skills

Use of cellular phone

Truck knowledge

Experience with mountain roads

Recruitment

Surveyed employers report the following methods for recruiting employees:

◆ Employee Referrals	69%
◆ Walk-In Applicants	63%
◆ Newspaper Ads	56%
◆ Employment Development Department	38%
◆ In-House Promotion or Transfer	13%
◆ Private Employment Agencies	6%
◆ School, Program Referrals	6%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	69%	31%	0%
Training as substitute for experience	50%	0%	50%

Length of Experience

Firms requiring experience prefer an average of 26 months experience in this occupation.

Other Information

Where the Jobs Are

Logging

Trucking and Courier Services

Petroleum and Petroleum Products

Lumber and other building materials

Agriculture Products

Employment Type/Hours

Full Time	67%	Temp/On Call	0%
Part Time	1%	Seasonal	32%

Gender make up of reported positions are as follows:

◆ Male	99%
◆ Female	1%

Truck Drivers, Light - Include Delivery and Route Workers

Job Description

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales. OES 971050

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 15.0%
- ◆ Growth: Slower than average

Wages and Benefits

Non Union

	Low	Median	High
New Hires with No Experience:	\$ 5.75	\$7.00	\$8.00
New Hires with Experience:	6.00	8.50	14.38
3 Years + Experience with Firm:	6.50	10.75	15.00

Union

	Low	Median	High
New Hires with No Experience:	\$ 6.66	\$ 14.18	\$ 15.00
New Hires with Experience:	6.66	14.18	15.00
3 Years + Experience with Firm:	7.84	17.00	22.65

Additional Compensation A few non-union employers offered bonuses or commissions.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	19%		50%	6%
Dental Insurance	19%		44%	
Vision Insurance	13%		25%	
Life Insurance	31%		25%	6%
Paid Sick Leave	31%	6%	6%	
Paid Vacation	69%	6%		
Retirement	38%		38%	6%

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year and a few reported growth. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	13%	13%
Inexperienced	13%	13%	19%	25%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 4%
- ◆ Employees Leaving 88%
- ◆ New Positions 8%
- ◆ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires

- ◆ Less than high school 31%
- ◆ High school or equivalent 69%

Truck Drivers, Light - Include Delivery and Route Workers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills

Verbal communication and speaking skills

Physical Abilities

Ability to lift 10-50 pounds

Able to sit continuously for 2 or more hours

Able to perform strenuous, physically demanding work

Pass a drug screening exam

Technical

Possession of a valid California drivers license

Over 18 years of age

Other Qualifications

Ability to work in a team environment

Ability to work independently

Able to work under pressure

Ability to perform routine, repetitive work

Clean and neat appearance

Willingness to work occasional periods of overtime

Possess good DMV driving record

Projected New Skills

Mechanical skills

Use of cellular phones

Math to verify loads

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Walk-In Applicants	67%
♦ Newspaper Ads	60%
♦ Employee Referrals	60%
♦ In-House Promotion or Transfer	20%
♦ Word of Mouth, Appearance	13%
♦ Private Employment Agencies	13%
♦ Employment Development Department	13%
♦ Federal Register for Post Office	6%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	31%	38%	31%
Training as substitute for experience	64%	0%	36%

Length of Experience

Firms requiring experience prefer an average of 17 months experience in this occupation.

Other Information

Where the Jobs Are

Trucking and Courier Services

Lumber and Related Products

Retail Stores

Fuel Dealers

Groceries and Related Products

Misc. Equipment Rental and Leasing

Employment Type/Hours

Full Time	94%	Temp/On Call	2%
Part Time	4%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	87%
♦ Female	13%

Welders and Cutters

Job Description

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints. OES 939140

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$8.00	\$9.68
New Hires with Experience	\$8.00	\$10.00	\$12.89
3 Yrs + Experience with Firm	\$11.00	\$14.00	\$18.00

Additional Compensation: A few employers offer an across the board bonus once a year and others offer profit sharing.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%		33%	7%
Dental Insurance	20%		27%	
Vision Insurance	7%		20%	
Life Insurance	47%		7%	
Paid Sick Leave	53%			
Paid Vacation	93%	7%	7%	
Retirement	33%		33%	7%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Medium
- ♦ Projected Job Growth Rate: 5.6%
- ♦ Growth: Slower than average

Supply / Demand Assessment

Most employers reported stable or growing employment in this occupation during the last year. Most expect employment to remain stable or grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	8%	15%	23%
Inexperienced	8%	8%	15%	23%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 10%
- ♦ Employees Leaving 67%
- ♦ New Positions 19%
- ♦ Temporary Positions 85%

Education

Surveyed employers report the following education levels of recent hires

- ♦ Less than high school 40%
- ♦ High school or equivalent 60%

Welders and Cutters

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Basic math skills
Listening skills
Able to learn continually

Physical Abilities

Ability to lift 10-50 pounds
Perform strenuous physical, demanding work
Ability to use abdominal/lower back muscles repeatedly
Ability to stand continuously for 2 hours or more

Technical

Knowledge of blueprint reading, welding, machine tools
Good at math and measuring
Precision and problem solving skills

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Willingness to work occasional periods of overtime
Willingness to participate in drug testing

Projected New Skills

All kinds of welding including new techniques
Knowledge of drafting and machine tools

Emerging Occupations

Metal Building Assembler
Robotics

Recruitment

Surveyed employers report the following methods for recruiting employees:

◆ Newspaper Ads	57%
◆ Employee Referrals	43%
◆ Walk-In Applicants	36%
◆ Employment Development Department	29%
◆ Word of Mouth / Other Contractors	21%
◆ In-House Promotion or Transfer	21%
◆ School, Program Referrals	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	40%	60%	0%
Training as substitute for experience	67%	0%	33%

Length of Experience

Firms requiring experience prefer an average of 16 months experience in this occupation.

Experience in other occupations

Most firms will accept 8 months experience in a related field such as Millwright, Carpentry, Fabrication, Mechanics, or Machinist.

Other Information

Where the Jobs Are

Miscellaneous Durable Goods
Motorcycle, Bicycles, and Parts
Metal Forgings and Stampings

Employment Type/Hours

Full Time	95%	Temp/On Call	0%
Part Time	5%	Seasonal	0%

Gender make up of reported positions are as follows:

◆ Male	99%
◆ Female	1%

INDEX OF OCCUPATIONS PROFILED (1990 - 2002)

If you would like a copy of an occupation listed that was profiled prior to 2000,
please contact the MPIC, Inc. at (800)616-1196.

OCCUPATION	YEAR	YEAR	YEAR	YEAR
Accountants and Auditors	1992	1995	1998	2001
Administrative Services Managers	2001			
Agricultural Sales Workers	1994			
Animal Caretakers - Except Farm	1992	1999		
Automotive Mechanics	1990	1993	1996	2001
Automotive Body & Related Repairers	1990	1993	1997	2000
Bakers - Bread and Pastry	1992	1996	2000	
Bartenders	1991	1995	2000	
Billing, Cost, and Rate Clerks	1994	1999		
Bookkeeping, Accounting, and Auditing Clerks	1990	1993	1997	2000
Bus and Truck Mechanics and Diesel Engine Specialists	1994	1999		
Butchers and Meat Cutters	1992	1995	1999	
Carpenters	1991	1994	2000	
Cashiers	1990	1993	1997	2000
Cellar Supervisors	1993			
Child Care Workers	1993	1996	1998	2001
Choke Setters	1993			
Computer Programmers, Including Aides	1993	2001		
Computer Support Specialists	1997	2001		
Cooks - Restaurants	1990	1994	1999	
Cooks - Specialty Fast Food	1992	1997		
Counter and Rental Clerks	1992	1996	2000	
Dental Assistants	1990	1994	1997	2001
♦ Dental Hygienists	1992	1995	1998	2002
Dietetic Technicians	1995			
Drafters	1994			
Driver/Sales Workers	1991	1995	1999	
♦ Electrical and Electronic Assemblers	1991	2002		
♦ Electricians	2002			

INDEX OF OCCUPATIONS STUDIED (1990 - 2002)

OCCUPATION	YEAR	YEAR	YEAR	YEAR
Emergency Medical Technicians I	1998			
Emergency Medical Technicians - Paramedic	1998			
Fallers and Buckers	1993			
♦ Farmworker, Food and Fiber Crops	2002			
Financial Managers	1993	1999		
Firefighters	1993	1997	2001	
First Line Supervisors and Managers/Supervisors Sales and Related Occ's	1992	1996		
♦ First Line Supervisors - Agricultural, Forestry, Fishing	1992	1996		
First Line Supervisors and Manager/Supervisors - Clerical and Admin Occ's	1993	1999		
First Line Supervisors and Manager/Sups - Production and Operating Workers	1993	1999		
First Line Supervisors/Managers - Construction Trade and Extractive Workers	1994	1999		
First Line Supervisors/Managers of Mechanics, Installers and Repairers	1993	1999		
Food Preparation Workers	1991	1996	2000	
Food Service Managers	1991	1996	2001	
♦ Forest and Conservation Workers	2002			
Gardeners, Groundskeepers	1990	1993	1997	
General Office Clerks	1990	1993	1996	2000
♦ Guards and Watch Guards	1993	1998	2002	
Hairdressers, Hairstylists, and Cosmetologists	1992	1998		
Hand Packers and Packagers	1998			
Helpers - Carpenter and Related	1991			
Home Appliance and Power Tool Repairers	1991			
Home Health Aides	1998	2001		
Host, Hostesses - Restaurant, Lounge or Coffee Shop	1992			
♦ Hotel Desk Clerks	1991	1997	2002	
Housekeeper Supervisors	1998			
Human Service Workers	1996	2001		
Industrial Production Managers	1995	2001		
♦ Instructional Aides	1991	1993	1996	2002
Insurance Policy Processing Clerks	1992			
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	1990	1995	1998	2001
Laborers, Landscaping & Groundskeeping	2000			

INDEX OF OCCUPATIONS STUDIED (1990 - 2002)

OCCUPATION	YEAR	YEAR	YEAR	YEAR
♦ Legal Secretaries	1990	1993	1997	2002
Licensed Vocational Nurses	1990	1993	1996	2000
Loan and Credit Clerks	1992	1995	1999	
♦ Lodging Managers	1991	2002		
Log Handling Equipment Operators	1993			
Machinery Maintenance Workers	1991			
♦ Machinists	1990	1993	1999	2002
Maids and Housekeeping Cleaners	1991	1998		
Maintenance Repairers, General Utility	1991	1996	2000	
Managers, Office (Any Industry)	1997			
♦ Marketing, Advertising, Public Relations Managers	1993	1999	2002	
Medical Assistants	1990	1993	1999	
Medical Clinical Lab Assistants	1994			
Medical Clinical Lab Technicians	1994			
Medical Secretaries	1990	1993	1997	2000
Numerical-Control Machine - Tool Operators and Tenders	1996			
Nurse Practitioners	1998			
Nursery Workers	1991	1994		
Nurses Aides	1990	1993	1997	
♦ Operating Engineers	1991	2002		
Opticians - Dispensing and Measuring	1995			
Order Clerks - Materials, Merchandise, and Service	1992			
♦ Packaging and Filling Machine Operators and Tenders	2002			
Paralegal Personnel	1995			
Patient Insurance Clerks	1992			
Paving, Surfacing, and Tamping Equipment Operators	1991			
♦ Pharmacy Technicians	1995	1999	2002	
Physical Therapy Aides	1998			
Physical Therapy Assistants	1998			
Plumbers, Pipefitters, and Steamfitters	1995	2001		
♦ Police Patrol Officers	1993	1997		
Purchasing Managers	1994			

INDEX OF OCCUPATIONS STUDIED (1990 - 2002)

OCCUPATION	YEAR	YEAR	YEAR	YEAR
♦ Radiologic Technologists	2002			
Receptionists and Information Clerks	1992	1997	2001	
Registered Nurses	1991	1995	1998	2002
Salespersons, Parts	1990	1993	1997	
Salesperson, Retail - Except Vehicle Sales	1990	1993	1997	2000
Secretaries, Except Legal and Medical	1991	1994	1999	
Separating, Filtering, Clarifying, Precipitating, and Still Machine Operators and Tenders	2001			
Sheet Metal Workers	1990	1996		
Small Engine Specialist	2001			
Social Service Technicians	1991			
Social Workers - Medical and Psychiatric	1992	2001		
Stock Clerks - Stockroom, Warehouse, Storage Yard	1992	1995	1999	
Stock Clerks - Sales Floor	1992	1995	1998	
Substance Abuse Counselors	1995			
Survey and Mapping Technicians and Technologists	1992			
Teachers - Elementary School	1996			
Teachers - Kindergarten	1994	1998		
Teachers - Preschool	1990	1994	1998	
Teachers - Secondary School	2000			
♦ Teachers - Special Education	1995	1999	2002	
♦ Tellers	1990	2002		
Traffic, Shipping and Receiving Clerks	1993	1996	2000	
Travel Agents	1998			
Truck Drivers, Heavy or Tractor Trailer	1990	1996	2000	
Truck Drivers, Light - Includes Delivery and Route Workers	1992	1997	2000	
Typist/Word Processing Machine Operators	1992			
Veterinary Assistants	1998			
Veterinary Technicians and Technologists	1995			
Welders and Cutters	1991	1994	1996	2000
Welfare Eligibility Workers and Interviewers	1994			
Wine Fermenters	1993			

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: 150262 LODGING MANAGERS		
Lodging Managers plan, organize, direct, control, or coordinate activities of an organization of department that provides lodging such as hotels, motels, or tourist courts.		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .		
1. What job title(s) does your firm use for these duties ?	Job Title(s): _____	
2. a. How many employees does your firm currently have in this occupation ?	Number of Employees: _____	
b. In this occupation , how many are:	Number of Males: _____	Number of Females: _____
c. In this occupation , how many current employees are there and on average how many weekly hours do they work?		
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____
3. In your firm, what shifts are available for this occupation ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		
vacancies resulting from people in permanent positions leaving your firm?		
new permanent positions resulting from growth?		
temporary, on call, or seasonal positions?		
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation , is prior experience in this occupation required? If yes or preferred , how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find full qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		
8. If prior experience is <u>not</u> required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)	
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required ?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)	
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).			
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study			
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.	
<ul style="list-style-type: none"> New hires, no experience (trained or untrained): New hires who are experienced: Experienced employees after 3 years with your firm: <p style="text-align: center;">(Please check one)</p>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify: _____
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:			
	<u>Employer Pays All</u> <u>Share Cost</u> <u>Employee Pays All</u> <u>Not Provided</u>		
	FT PT	FT PT	FT PT FT PT
Medical Insurance	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Dental Insurance	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Vision Insurance	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Life Insurance	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Sick Leave	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Vacation	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Retirement Plan	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Child Care	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other (Please Specify): _____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15. a. Does your firm ever promote employees in this occupation to higher level positions?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____	
If yes, what are the titles of the positions to which they may be promoted?		_____	
b. What skills are important for career advancement?		_____	
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)			
Specify software names: <input type="checkbox"/> None			
<input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____			

17. What other new skills are needed to perform the duties of this occupation?		_____	
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?			
<input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Internet <input type="checkbox"/> EDD <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> School/program referrals <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Employee referrals <input type="checkbox"/> Private employment agencies <input type="checkbox"/> Trade journals <input type="checkbox"/> Other (Please specify): _____			
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:		<input type="checkbox"/> Yes <input type="checkbox"/> No _____	
Would you like to receive a complimentary copy of the survey results for this occupation?			<input type="checkbox"/> Yes <input type="checkbox"/> No

20. The following is a list of qualifications that may or may not be important for job entry into this occupation. Please indicate the degree of importance for each qualification, using the following sliding scale of 1 – 4:

Not Important = 1 2 3 4 = Very Important

Physical Qualifications

- ☐ Pass a pre-employment medical exam
- ☐ Pass a drug screening exam
- ☐ Possess excellent hearing
- ☐ Possess excellent vision
- ☐ Lift at least 10 lbs
- ☐ Lift at least 50 lbs
- ☐ Able to perform strenuous, physically demanding work
- ☐ Able to use abdominal/lower back muscles repeatedly
- ☐ Able to sit continuously for 2 or more hours
- ☐ Able to stand continuously for 2 or more hours

Flexibility

- ☐ Willingness to work nights
- ☐ Willingness to work weekends
- ☐ Willingness to work part-time
- ☐ Willingness to work on-call
- ☐ Willingness to work on a temporary basis
- ☐ Willingness to work on a seasonal basis
- ☐ Willingness to work more than 40 hours/week
- ☐ Willingness to work occasional periods of overtime
- ☐ Willingness to work overtime on a regular basis
- ☐ Willingness to participate in drug testing

Other Skills and Qualifications

- ☐ English grammar and spelling skills
- ☐ Legible handwriting skills
- ☐ Reading and comprehension skills
- ☐ Listening skills
- ☐ Verbal communication and speaking skills
- ☐ Basic math skills
- ☐ Advanced math skills
- ☐ Fluent bilingual skills (specify languages below)
- ☐ Semi-fluent bilingual skills (specify language below)
- ☐ Bilingual language(s): _____
- ☐ Ability to work effectively in a teamwork environment
- ☐ Ability to work well independently
- ☐ Ability to effectively delegate work and supervise staff
- ☐ Ability to perform routine, repetitive work
- ☐ Ability to work in continually changing environments
- ☐ Ability to learn continually
- ☐ Ability to work effectively under periods of high pressure
- ☐ Possess good DMV driving record
- ☐ Possess own vehicle and insurance
- ☐ Clean and neat appearance

21. Would you like to know more about MPIC services?

☐ Yes ☐ No

Thank you for your participation in the CCOIS program!

TRAINING AVAILABLE FOR OCCUPATIONS PROFILED IN 2002

The following contains information on training available in Mendocino County and the surrounding counties for the occupations profiled in this report in 2002.

Not all the training providers listed are approved by the Workforce Investment Administration. As a result, they may or may not qualify for training funds available through WIA at the Mendocino County Employment Resource Center. Contact your nearest Employment Resource Center for more information.

Data for this listing was collected and updated in Spring and Fall of 2002. Educational program information changes frequently so users should contact individual training providers directly for information updates.

TRAINING PROVIDERS BY OCCUPATION

♦ **Dental Hygienists**

Santa Rosa Junior College

♦ **Electrical & Electronic Assemblers**

Anthony Soto Employment Training Centers, Sebastopol, Marysville

Butte Community College

Marin County Regional Occupational Program, San Rafael

Shasta College

Sonoma County Regional Occupational Program, Santa Rosa

♦ **Electricians**

California Contractors Exam Center, San Rafael

City College of San Francisco, San Francisco

Contractors License Courses, Santa Rosa

Redwood Empire Electrical, Santa Rosa

Santa Rosa Junior College, Santa Rosa

U. S. Dept of Labor Apprenticeship and Training, Oakland

♦ **First Line Supervisors—Agricultural, Forestry, Fishing and Related Occupations**

Butte Community College

College of the Redwoods, Eureka

Humboldt State University, Arcata

Lake County Regional Occupational Program, Lakeport

Mendocino College, Ukiah

Santa Rosa Junior College, Santa Rosa

TRAINING PROVIDERS BY OCCUPATION (Continued)

♦ Forest and Conservation Workers

Butte Community College
College of the Redwoods, Fort Bragg, Eureka
Humboldt State University, Arcata
Mendocino College, Ukiah
Santa Rosa Junior College, Santa Rosa
Shasta College
Sonoma County Regional Occupational Program, Santa Rosa

♦ Guards and Watch Guards

Advanced Security Institute, West Sacramento
Anthony Soto Employment Training Centers, Santa Rosa and Marysville
Universal Security Academy, Sacramento

♦ Hotel Desk Clerks

Santa Rosa Junior College, Santa Rosa
Empire College, Santa Rosa

♦ Instructional Aides

College of Marin, San Rafael
Humboldt State University, Arcata
Santa Rosa Junior College, Santa Rosa
Shasta College
Sonoma State University, Extended Education, Rohnert Park
Yuba Community College, Lake County Center

♦ Legal Secretaries

Career Transitions, Santa Rosa
College of the Redwoods, Fort Bragg, Eureka (Humboldt County) and Crescent
Empire College, Santa Rosa
Heald College, School of Business Technology, Concord
Information Management Instructional Training, Petaluma
J Bass & Associates, Rohnert Park
Lake County Regional Occupational Program, Lakeport
Mendocino College, Ukiah
Santa Rosa Junior College, Santa Rosa
Santa Rosa Regional Occupational Program
Shasta College
Sonoma State University, Extended Education, Rohnert Park
Yuba Community College, Lake County Center

TRAINING PROVIDERS BY OCCUPATION (Continued)

♦ **Lodging Managers**

Butte Community College
Empire College, Santa Rosa
Heald College, School of Business Technology, Concord
Hospitality Management Training Institute, San Francisco
Santa Rosa Junior College, Santa Rosa
Yuba Community College, Lake County Center

♦ **Machinists**

College of the Redwoods, Eureka
College of Marin, San Rafael
Regional Occupation Program, Ukiah
Santa Rosa Junior College, Santa Rosa
U.S. Department of Labor Apprenticeship & Training, Oakland

♦ **Marketing, Advertising & Public Relations Managers**

Butte Community College
College of the Redwoods, Eureka
Heald College, School of Business Technology, Concord
Humboldt State University, Arcata
Information Management Instructional Training, Petaluma
J Bass & Associates, Petaluma
Mendocino College, Ukiah
Santa Rosa Junior College, Santa Rosa
Shasta College
Sonoma County Regional Occupational Program
Yuba Community College, Lake County Center

♦ **Operating Engineers (Heavy Equipment)**

Carpenter's Training Committee of Northern California, Petaluma
C.E.O. Training, Inc., Shaftner (Kern County)
Heavy Equipment Operators School, Eugene, Oregon
Operating Engineers Jac, Rohnert Park
U.S. Department of Labor Apprenticeship & Training, Oakland
West Hills Community College District, Coalinga (Fresno County)

♦ **Pharmacy Technicians**

City College of San Francisco
Mendocino College, Ukiah
Santa Rosa Junior College, Santa Rosa
Sonoma County Regional Occupational Program, Santa Rosa

TRAINING PROVIDERS BY OCCUPATION (Continued)

♦ **Police Patrol Officers**

Butte Community College
Mendocino College, Ukiah
Napa Valley College, Napa
Santa Rosa Junior College, Santa Rosa
Shasta College
Sonoma State University, Rohnert Park

♦ **Radiologic Technologists**

Cabrillo College, Aptos (Santa Cruz County)
Kern Community College District, Bakersfield (Kern County)
Santa Rosa Junior College, Santa Rosa

♦ **Special Education Teachers**

College of Marin, San Rafael
Humboldt State University, Arcata
Santa Rosa Junior College, Santa Rosa
Shasta College
Sonoma State University Extended Education, Rohnert Park
Yuba Community College, Lake County Center

♦ **Tellers**

Santa Rosa Junior College, Santa Rosa
(Many banks provide their own training.)

Disclaimer: The Employment Development Department (EDD) does not endorse the schools and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

TRAINING PROVIDER INFORMATION

Advanced Security Institute

2941 West Capitol Avenue
West Sacramento, CA 05691
Phone: (916) 375-8500
Fax: (916) 375-3177
Internet: www.goto-asi.com

Anthony Soto Employment Training Centers

100 Sebastopol Road
Santa Rosa, CA 95407
Phone: (707) 566-3969
Fax: (707) 567-1421
Email: aset@chdcorp.org
And
1468-G Sky Harbor Drive
Marysville, CA 95901
Phone: (530) 741-2924
Fax: (530) 741-8435
Email: cahumdevl@jps.net

Butte Community College

3536 Butte Campus Drive
Oroville, CA 95965-8303
Phone: (530)895-2511
Fax: (530)895-2962
Internet URL: <http://www.butte.cc.ca.us>

Cabrillo College

6500 Soquel Drive
Aptos, CA 95003
Phone: (831) 479-6100
Email: ar-mail@cabrillo.cc.ca.us

California Contractors Exam Center

526 Third Street
San Rafael, CA 94901
Phone: (415) 256-2500
Fax: (415) 256-2523
Internet: www.ccice.com

Career Transitions

2235 Challenger Way, Suite 104
Santa Rosa, CA 95407
Phone: (707) 546-6605
Fax: (707) 525-1224
Internet: www.careertrans.com

Carpenter's Training Committee of Northern California

715-e Southpoint Boulevard
Petaluma, CA 94952
Phone: (707) 762-5840
Fax: (707) 762-5809
Internet: www.carpenter-trng-nca.org

C.E.O. Training, Inc.

211 Aviation Street, Suite 103
Shafter, CA 93262
Phone (661) 387-6900

City College of San Francisco

50 Phelan Avenue
San Francisco, CA 94112-1898
Phone: (415) 239-3000
Fax: (415) 239-3936
Internet: www.ccsf.org
Email: advisor@ccsf.org

College of Marin, Kentfield Campus

835 College Avenue
Kentfield, CA 94904
Phone: (415) 485-8811
Fax: (415) 456-7770
Internet: www.marin.cc.ca.us

College of the Redwoods

1211 Del Mar Drive
Fort Bragg, CA 95437
Phone: (707) 962-2603
Fax: (707) 961-0943
Internet: www.redwoods.cc.ca.us/main

TRAINING PROVIDER INFORMATION (Continued)

College of the Redwoods continued

7351 Tompkins Hill Road
Eureka, CA 95501-9301
Phone: (707) 476-4100
Fax: (707) 467-4400
Internet: www.redwoods.cc.ca.us

And

883 W. Washington Blvd.
Crescent, CA 95531
Phone: (707) 465-2300
Fax: (707) 464-6867
Internet: delnorte.redwoods.cc.ca.us

Contractors License Courses

987 Airway Court, Suite 201
Santa Rosa, CA 95403
Phone: (707) 578-8877
Fax: (707) 578-0607

Empire College

3035 Cleveland Avenue, #102
Santa Rosa, CA 95403
Phone: (707) 546-4000
Fax: (707) 546-4058
Internet: www.empcol.com

Heald College of Business and Technology

2150 John Glenn Drive
Concord, CA 94520-5618
Phone: (925) 827-1300
Fax: (925) 827-1486
Internet: www.heald.edu

Heavy Equipment Operators School

1510 Hwy 88 N.
Eugene, Oregon 97404
Phone: 800-265-7535

Hospitality Management Training Institute

760 Market Street, Suite 1009
San Francisco, CA 94102
Phone: (415) 677-9717
Fax: (415) 677-9810
Internet: www.hotelcollege.com

Humboldt State University

1 Harpst Street
Arcata, CA 95521-4957
Phone: (707) 826-4402
Fax: (707) 826-6194
Internet: www.humboldt.edu

Information Management Instruction Training

951 Petaluma Boulevard South
Petaluma, CA 94952
Phone: (707) 765-6214
Fax: (707) 762-3716
Internet: www.imitschool.com

J Bass & Associates

6400 Redwood Drive, Suite 203
Rohnert Park, CA 94928
Phone: (707) 584-3488
Fax: (707) 584-3605
Internet: www.jbass.com

Kern Community College District

1801 Panorama
Bakersfield, CA 93305
Phone: (661) 395-4374

Lake County Regional Occupational Program

1152 South Main Street
Lakeport, CA 95453
Phone: (707) 262-3498
Fax: (707) 263-0197
Internet: www.lake-coe.k12.ca.us

TRAINING PROVIDER INFORMATION (Continued)

Marin County Regional Occupational Program

1111 Las Gallinas Avenue
San Rafael, CA 94903
Mailing Address:
P.O. Box 4925
San Rafael, CA 94913-4925
Phone: (415) 499-5860
Fax: (415) 491-6622
Internet: www.mcoeweb.marin.k12.ca.us/rop/default.htm

Mendocino College

1000 Hensley Creek Road
Ukiah, CA 95482
Mailing Address:
P.O. Box 3000
Ukiah, CA 95482
Phone: (707) 468-3100
Internet: www.mendocinocollege.com

Mendocino County Regional Occupational Program

2240 Eastside Road
Ukiah, CA 95482
Phone: (707) 467-5123
Fax: (707) 467-8212
Internet: <http://mcoe.k12.ca.us>

Napa Valley College

2277 Napa-Vallejo Highway
Napa, CA 94558-6236
Phone: (707) 253-3000
Fax: (707) 253-3015
Internet: www.nvc.cc.ca.us/

Operating Engineers Jac

6225 State Farm Drive, Ste. 100
Rohnert Park, CA 94928
Phone: (707) 585-3430
Fax: (707) 585-3511

Redwood Empire Electrical

1700 Corby Avenue, Suite F
Santa Rosa, CA 95407
Phone: (707) 523-3837
Fax: (707) 523-3829
Internet: <http://www.ibewlocal1551.org>

Santa Rosa Junior College

1501 Mendocino Avenue
Santa Rosa, CA 95401-4395
Phone: (707) 527-4011
Fax: (707) 527-4816
Internet: www.santarosa.edu

Shasta College

11555 Old Oregon
Redding, CA 96003
Mailing Address:
P.O. Box 496006
Redding, CA 96049-6006
Phone: (530) 225-4600, 225-4841
Fax: (530) 225-4990
Internet: www.shastacollege.edu

Sonoma County Regional Occupational Program

5340 Skyline Boulevard
Santa Rosa, CA 95403
Phone: (707) 524-2720
Fax: (707) 524-2789
www.sonoma.k12.ca.us/depts/rop/rop.html

Sonoma State University, Extended Education

1801 Cotati Avenue
Rohnert Park, CA 94928
Phone: (707) 664-2394
Fax: (707) 664-2613
Internet: www.sonoma.edu/exed/

TRAINING PROVIDER INFORMATION (Continued)

Universal Security Academy

2382 Fruitridge Road
Sacramento, CA 95822
Phone: (800) 367-5335
Fax: (916) 393-7886

U.S. Department of Labor Apprenticeship and Training

1301 Clay Street, Suite 1090
Oakland, CA 94612
Phone: (510) 637-2951
Fax: (510) 637-2953
Internet: www.calapprenticeship.org

West Hills Community College District

300 Cherry Lane
Coalinga, CA 93210
Phone: (800) 266-1114
Email: smithbb@whccd.cc.ca.us

Yuba Community College—Lake County Center

15880 Dam Road Extension
Clearlake, CA 95422
Phone: (707) 995-7900
Fax: (707) 994-3553
Internet: www.yuba.cc.ca.us/



*Mendocino County
Occupational Outlook Report
2000-2002*

